

Job Description: Professional Learning Coordinator

Basic Function

Under the direction of the President of PSEA, and in coordination with the Professional Learning Advisory Board, the Professional Learning Coordinator shall manage PSEA's Professional Learning Program (PLP), including development, facilitation and coordination of professional learning activities for PSEA unit members and maintenance of PLP budget and financial records.

Representative Duties

- Act as primary point of contact for all PLP opportunities; coordinate and facilitate effective communication and advertising of programs and opportunities, including the use of social media, website, informational flyers and emails;
- Collaborate and coordinate with all professional learning committees; attend and facilitate meetings;
- Implement and coordinate the Classified Learning Cooperative Program (CLC); maintain professional learning documentation and associated records for CLC program participants; maintain CLC database and registration website; develop and facilitate CLC courses;
- Implement and coordinate the Professional Partner Program (P³); coordinate application and selection process of qualified Partners; match and pair PSEA unit members with Partners; elicit and monitor participation feedback;
- Coordinate and implement Education Financial Incentive Program for PSEA unit members; prepare for and facilitate application review meetings with Education Financial Incentive Program Committee;
- Develop, plan, coordinate and facilitate additional professional learning opportunities for PSEA unit members throughout the school year; coordinate registration of attendees; prepare materials; secure and arrange for technological equipment and support; maintain calendar of events; maintain resource and reference materials for professional growth;
- Act as liaison with PUSD administrators and managers to recommend and assist in their specific staff development needs for PSEA unit members;
- Research and develop a pool of qualified facilitators from within PUSD; build facilitation capacity from within PSEA unit member ranks;
- Maintain all program budgets; prepare reports for PSEA Board of Directors meetings;
- Other duties related to professional learning.

Desired Qualifications, Experience, Knowledge, Abilities, and Skills

- Background and/or experience in best practices for effective professional learning
- Effective communication skills (written, verbal, maintenance)
- Experience in effective marketing tools (website, social media, advertising)
- Background in technological resources and tools

- Maintenance of financial records and administration of budgets
- Maintenance of confidential, sensitive and/or privileged information
- Use independent judgment
- Work independently and with groups
- Facilitation and presentation skills, including agendas and presentation materials
- Prioritize and schedule work
- Establish and maintain cooperative and effective working relationships with others
- PSEA unit member and Member in Good Standing;
- Regular attendance at PSEA meetings and/or worked on PSEA Committees and have a good working knowledge of the Organization;

Salary

The Coordinator shall be a PSEA unit member, selected by PSEA, who shall be on a leave of absence from his or her unit position while serving as Coordinator. The cost of the leave shall be paid for by PUSD from the Professional Learning Program Budget. This amount shall include payment of statutory benefits and District health and welfare benefits. The maximum leave of absence amount shall be adjusted annually by the amount of any increases to the PSEA salary schedule. Seniority and leave accruals will continue in accordance with PSEA's bargaining agreement.