



Professional Learning Specialist - K-12 English Language Arts

Job Description

Under the supervision of the Director of the Educator's Professional Implementation Center (EPIC), the Professional Learning Specialist for the Green River Regional Educational Cooperative supports the organization's successful teaching and learning portfolio in three primary areas: professional learning systems, leadership development, and the integration of our professional learning and coaching model. He/she supports relationships with clients and the technical assistance we provide to decision makers, principals, coaches, and other stakeholders involved in teaching and learning. GRREC's instructional leadership philosophy is grounded in culturally responsive practices and decisions are made with children's optimal development and learning at the center.

The Professional Learning Specialist has the primary responsibility for supporting professional learning initiatives for EPIC. He/she works with EPIC's external partners, supports project and product development, implementation and communications work, and promotes its mission and growth. He/she contributes to our social media strategy and also supports the organization's internal operations as part of an organization-wide associate team. The Professional Learning Specialist reports to the EPIC Director.

Qualifications:

1. Master's degree or higher from an accredited university
2. Minimum of 5 years of teaching experience, including integration of English Language Arts across the curriculum
3. Minimum of 3 years of experience in staff development, instructional design, leadership development, and school improvement.
4. Valid KY teaching certificate

Knowledge and Abilities:

1. Significant experience working as a leader in curriculum development and implementation; instructional methods and modeling; evidenced-based practices; and adult learning principles.
2. Knowledge of child development, emerging issues in reading and literacy education, and progressive teaching and learning across the K-12 continuum.
3. Experience designing transformative professional learning experiences for adults.

4. Extensive content expertise to create resonant training materials, conceptualize meaningful and engaging learning experiences, and facilitate training sessions for education partners.
5. Demonstrated ability to integrate emerging research in brain development, cognition, and social emotional health and wellness into professional learning.
6. Ability to execute sound decision making authority in alignment with GRREC's organizational mission.
7. Creativity and a high degree of initiative to design and implement innovative solutions to complex challenges.
8. Excellent writing, presentation, and communication skills.
9. Excellent organizational and time-management skill with the ability to complete work seamlessly and independently in order to make the broader team's workload more manageable.
10. Strong interpersonal skills with the ability to promote positive public relations with state, regional, district, and partners.

Annual Contract: Negotiable, up to 220 days

Reports to: Executive Director or Designee

Salary: Based on rank and experience in accordance with GRREC's Salary Schedule

Evaluations: Performed annually by the Executive Director or Designee

Responsibilities:

1. Is responsible for supporting the successful execution of professional learning and coaching services for EPIC across K-12.
2. Is immersed in the application of adult-learning and educational research and practice.
3. Supports EPIC's project development, implementation and communications work, and promotes the organization's mission and growth.
4. Collaborates with education partners (e.g., teachers, district/school leaders, etc.) in a variety of ways to improve teaching and learning practices.
5. Researches and designs professional learning opportunities and tools to be used with education partners around the country.
6. Travels periodically to train and/or coach teachers and district/school leaders for a variety of EPIC's professional learning initiatives, as well as for his/her own professional development.
7. Assists with various project coordination tasks, including relations with education partners; mapping out steps in projects, deadlines, and deliverables; keeping colleagues and senior staff informed; archiving and record keeping; and other administrative tasks as needed.
8. Collaborates with colleagues on cross cutting activities, including proposal development, brand building, and thought leadership.

9. Supports the organization's overall mission by participating in and taking leadership when requested for team meetings, professional learning opportunities, retreats, and other organization-wide events.
10. Supports team members and colleagues through providing feedback, collaborating on work products and processes, and making contributions wherever possible to the overall growth and success of the EPIC team.
11. Perform other duties as assigned.