



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Professional Support

Position Title: Assistant for Professional Learning

Position Level: 18-20

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

This position provides resources and support for schools, in their school-based management initiative. This position is responsible for the planning, implementation and evaluation of site specific professional learning for schools based upon identified school improvement goals.

KEY RESPONSIBILITIES

To support the maintenance of the online professional learning management system.

To collect, distribute and coordinate necessary documentation of professional learning activities.

To assist in the coordination of the development and implementation of professional learning programs for employees throughout the District.

To create and coordinate the development and implementation of online learning programs using appropriate online tools (including, but not limited to, SharePoint, digital resources, video, website authoring, learning management systems, webinars, and Office365 Applications).

To review and approve credit/non-credit courses offered and external professional learning in the online professional learning management system.

To coordinate and support course creators and instructors on how to create courses, enter grades and submit courses in compliance with Professional Learning credit guidelines.

To serve as a facilitator for designated administrative, instructional and professional support courses.

To assist in the coordination of the District's Summer Professional Learning program.

To actively pursue and assist in the formulation of professional learning grants for all employee groups.

To facilitate the grants management process for the Professional Learning Department which includes planning, budgeting, and reporting as is necessary by rule and statute.

To assist in the preparation and submission of the Osceola District Schools Master Inservice Plan and Professional Learning System for adoption by the School Board and the State Department of Education.

To assist in coordination of meetings of advisory groups including, the Executive Professional Learning Council, Instructional Professional Learning Council and the Professional Support Staff Committee.

To assist in the compilation of survey and needs assessment data, and prepare such data for dissemination to the appropriate parties.

To assist in the formation of a training cadre of qualified persons throughout the District to serve the needs of all employees.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Assistant for Professional Learning

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor’s Degree in Education, Business, Human Relations or related field
<i>Work Experience:</i>	At least five (5) years of related experience in Education, business or industry Experience in an area of human resource management and/or professional learning with experience as a trainer is desired
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire facility/school. Position duties may include responsibility for developing strategic plans for one or more facilities/schools.
<i>Complexity:</i>	Varied: Work is varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytical ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present on an “as needed” basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate policies and procedures to achieve desired results. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically, responsible for performing some non-supervisory duties in addition to supervisory responsibilities.
<i>Planning:</i>	One (1) year: Plan events that will occur during a one-year period, and have some effect on the department’s annual expenditures.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines. Must have a valid Florida Driver’s License.
<i>Working Conditions/ Physical Effort:</i>	While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. Work requires minor physical exertion and/or physical strain.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.

CLASS SPECIFICATION

HISTORY OF BOARD APPROVAL AND REVISIONS

Board Approved: 05.07.96; rev. 06.18.19, rev. 11.02.23

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 18 Entry level requirements and enrollment/action form.
- 19 Completion of one year of service in position and Supervisor's recommendation.
- 20 Completion of one year of service in position and Supervisor's recommendation.