

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXECUTIVE DIRECTOR OF PROFESSIONAL LEARNING & LEADERSHIP DEVELOPMENT

**SALARY SCHEDULE: ADMINISTRATIVE – E**

**COST CENTER: CHIEF ACADEMIC OFFICER**

**QUALIFICATIONS:**

- Master's Degree from an accredited educational institution.
- Certification in Educational Leadership.
- Minimum of three (3) years' experience as a Principal.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state and local laws, rules, and regulations governing professional learning.
- Excellent communication skills.
- Good listening skills. Positive communication skills.
- Strong technical skills and knowledge of professional learning platforms and interfaces.
- Time management and organizational skills.
- Flexibility. Conferencing skills.
- Synthesizing and distribution of information.
- Knowledge of education leadership models and programs.
- Knowledge of data analysis and use of data.
- Knowledge of Best Teaching Practices and applications, accountability standards, and processes.
- Capable of working independently in an unsupervised setting.
- Ability to effectively network with all professional personnel, foundations, and business partners.
- Ability to work well with others.
- Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Superintendent or Designee

**JOB OBJECTIVE:**

Responsible for administrative and supervisory functions in all areas of professional learning for all employee groups to attract and retain a high-performing workforce as well as preparing district leaders in all areas through ongoing opportunities for professional growth and development.

**SUPERVISES:**

Professional Learning Staff  
Training Coordinator  
Personnel as assigned

**PERFORMANCE RESPONSIBILITIES:**

- Facilitate the development of a comprehensive, multi-tiered leadership program.
- Develop and facilitate appropriate professional development programs to improve leadership training.
- Work cooperatively with Superintendent, Assistant Superintendents, and other Executive Directors to plan and implement the leadership development programs.
- Oversee the budget for the leadership development program and lead fundraising efforts.

**School Board Approved – July 18, 2023 – School Board Approved November 6, 2024**

## **EXECUTIVE DIRECTOR OF LEADERSHIP DEVELOPMENT continued**

- Identify and address “gaps” in leadership training and delivery programs.
- Coordinate and lead the Preparing New Principals (PNP) program.
- Identify emerging leaders to participate in the Leadership Academy and provide an engaging experience to prepare prospective leaders for future administrative positions in the district.
- Lead monthly assistant principal cluster meetings to support administrators with on-going school-based decisions and to provide education and training for future principal positions.
- Offer Exploring Careers in Educational Leadership (EXCEL) for staff interested in learning more about administrative opportunities in the district.
- Work collaboratively with Superintendent, Assistant Superintendents, Executive Directors, and Curriculum Directors to plan, organize and deliver monthly Professional Learning to Principals and Assistant Principals.
- Develop and lead new AP/PLC Induction program.
- Work with Superintendent and Assistant Superintendents to develop a succession plan for the district.
- Provide ongoing administrative support.
- Implement timeline and plan for Florida Educational Leadership Standards (FELPS).
- Develop new administrative evaluation tool aligned to the FELPS.
- Prepare for state site visit to observe implementation and alignment of FELPS.
- Initiate strategies and approaches for leadership training that employ formative evaluation results to provide a continuous improvement cycle.
- Plan, schedule, implement, and manage Leadership Summits including the Summer Leadership Institutes.
- Support expansion of coaching/mentoring and peer support programs.
- Align leadership training activities with the Florida Professional Development Evaluation Protocol.
- Maintain and update evaluation instrumentation and protocols.
- Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Prepare and present evaluation and monitoring reports for the School Board and various fund sources.
- Interact with school/district-based leadership, outside agencies, businesses, and the community to enhance understanding of district leadership initiatives and priorities and to elicit support and assistance.
- Keep well informed about current trends and best practices in professional learning and leadership development.
- Develop and implement the district professional learning catalog and submit to the FLDOE.
- Collaborate with departments to integrate and coordinate professional learning opportunities across the district (Curriculum, ELL, ESE, SS, HR, etc.).
- Design and coordinate professional learning that supports state-required certification and/or endorsement expectations such as ESOL, Reading, Gifted, etc.
- Work with representatives from various stakeholder groups to review, refine, align, train, and implement the evaluation process for all employee groups including evaluation tools like PRIDE.
- Serve as the liaison between the district, school professional learning facilitators, and SCS staff and contact for questions related to the professional learning system.
- Work in collaboration with the schools and curriculum directors to provide guidance in the selection and training of SCIP Mentors.
- Maintain knowledge of federal and state statutes and rules pertaining to professional learning and develop and monitor the Professional Learning System at the district and school-level to be in compliance with the FLDOE.
- Coordinate and advertise professional learning opportunities for all employee groups.
- Gather, analyze, and report data regarding the district’s professional learning opportunities and make appropriate improvements.
- Assist in maintaining the district professional learning digital system (as a component of the Instructional Improvement System).
- Partner with state, local, and community stakeholders including institutions of higher learning.
- Coordinate, implement, direct, and evaluate the district’s teacher induction program.
- Coordinate and provide training for clinical education and site-based mentors.
- Partner with higher institutions and curriculum services to facilitate teacher intern placement.
- Assist employees who do not meet performance expectations by identifying and coordinating

## **EXECUTIVE DIRECTOR OF LEADERSHIP DEVELOPMENT continued**

available resources. Oversee PIP, IAP, NEAT, and other plans designed to assist employees who do not meet performance expectations.

- Serve as the district liaison with FLDOE regarding professional learning responsibilities.
- Assist administrators and supervisors with employee appraisals.
- Assist and support administrators who have identified employees who do not meet performance expectations.
- Maintain records of in-service points earned by employees for professional growth and for recertification.
- Plan, coordinate, and deliver professional development for non-instructional employee groups.
- Oversee the Emerging Educator and Workforce Success Training.
- Implement and inform district administration of professional learning legislative changes affecting instructional programming, coding changes, and record keeping
- Support school personnel in answering questions and entering information and/or approvals in the professional learning system.
- Assist with the establishment and implementation of district professional learning procedures and guidelines as requested
- Assist management in the planning and implementation of school and district-wide in-service workshops and institutes for teachers and administrators
- Promote district-wide interest and public awareness of professional learning through written documents, district and school presentations and events, and cooperation with community organizations and evaluation of activities.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **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 those established by the district.

### **EVALUATION:**

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

### **Job Description Supplement No. 10**