

**SCHOOL DISTRICT OF SARASOTA COUNTY, FLORIDA****JOB DESCRIPTION****PROFESSIONAL LEARNING CREDIT SPECIALIST**

**SALARY SCHEDULE: SSP-13**

**COST CENTER: PROFESSIONAL LEADERSHIP AND LEADERSHIP DEVELOPMENT (9053)**

**QUALIFICATIONS:**

- Bachelor's degree from an accredited institution.
- Minimum of three (3) years of experience as an administrative assistant, office manager, or professional learning related field. Work experience in an educational setting preferred.
- Strong analysis, critical thinking and administrative skills.
- Strong oral and written communication skills.
- Able to organize and work independently with speed and accuracy.
- Ability to work under stress and meet pressing deadlines.
- Must have scores on file with Human Resources as follows:
  - 1) Microsoft Word 90%
  - 2) Microsoft Excel 75%
- Knowledge and experience with the use of professional learning management systems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires the ability to display knowledge of the federal, state and local laws, rules, and regulations governing professional learning
- Strong technical skills and knowledge of professional learning platforms and interfaces
- Strong time management, organizational, and problem-solving skills
- Ability to manage multiple tasks with attention to detail
- Excellent written and verbal communication skills
- Technical proficiency in PowerSchool or similar professional learning management systems

**REPORTS TO:**

Deputy Superintendent Chief Academic Officer

**JOB OBJECTIVE:**

Responsible for managing and supporting the district's professional learning system. The specialist upholds compliance with state and federal regulations, oversees the approval and tracking of professional learning credits, and provides technical support for the professional learning platform.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Pre-approve Out-of-District Professional Learning request.
- Responsibility to enter and maintain Professional Learning transfer credits (incoming and outgoing).
- Input final posting of Professional Learning credits.

## **PROFESSIONAL LEARNING CREDIT SPECIALIST (Continued)**

- Oversee the approval/denial process for Professional Learning attendance verification.
- Oversee the approval/denial of Out-Of-District final Professional Learning submissions.
- Primary contact between the district, school professional learning facilitators, and SCS staff, providing guidance and support on all matters related to the professional learning system and credits.
- Work with appropriate stakeholders to ensure efficient functionality for professional learning platform maintenance.
- Provide technical support for the Professional Learning system to the district, school professional learning facilitators and SCS staff; by sharing and following process flows and structures, communicate with Information Technology and Accountability, and manage the Professional Learning HELP ticket system.
- Plan and implement processes to support the professional learning of administrators and school district staff.
- Maintain knowledge of federal and state statutes and rules pertaining to professional learning.
- Implement and inform district administration of professional learning legislative changes.
- Assist in maintaining the district professional learning digital system (as a component of the Instructional Improvement System).
- Communicate effectively with staff and coach others in areas of responsibility.
- 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.
- Assist in assessing the needs for professional learning.
- Maintain confidential information.
- Set high standards and expectations for self and others.
- Assist in implementing the District's goals and strategic commitments.
- Represent, consistently, the District in a positive and professional manner.
- Perform duties in self-directed and results-oriented manner.
- Keep well informed about current trends and best practices in areas of responsibility.
- Perform other duties as may be assigned to by the upper management of Professional Learning & Leadership Development.
- Sustained focus and attention to detail for extended periods of time.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.