**Diocese of Des Moines**

**Job Description**

**Job Title:** Director of Professional Development

**Department:** Schools Office

**Reports To:** Superintendent of Schools

**FLSA Status:** Exempt

**Summary:**

The Director of Professional Development provides support and leadership for coordinated professional development across the diocese. Efforts are focused on professional development in the areas of curriculum, assessment, and instruction through the use of instructional leadership, coaching, and collaboration in order to ensure successful implementation of the strategic plan.

**Essential Duties and Responsibilities:**

***Curriculum, Assessment, and Instruction***

* Assists with planning, developing, and delivering of professional development in the areas of curriculum, instruction, and assessment for teachers and administrators, identifying priorities for professional learning based on the strategic plan, student achievement data and staff needs
* Assist with the creation of a 1, 3, and 5 year professional development plan based on program evaluation and needs-assessment data
* Assist with decision-making and implementation of diocesan-wide systems and procedures for curriculum, assessment, and instruction
	+ Assist the Director of Teaching and Learning with development of a multi-year plan for common curriculum adoption
	+ Plan, organize, and direct implementation of a common assessment system
	+ Prioritization of instructional strategies and programming
* Provide training and resources for staff in the utilization of assessment data to inform instruction, including facilitation of building or teacher team data analysis
* Conduct committee meetings at both the building and diocesan level as necessary to ensure vertical and horizontal coordination of curriculum, assessment, and instruction
* Provide for the content specific needs of the various grade levels via partnerships through a variety of resources such as various local and national organizations, local universities, consultants, other school districts, and appropriate available research

***Instructional Leadership, Coaching, and Collaboration***

* Act as lead learner to teach and model best practice strategies
* Coordinates implementation and growth of a diocesan-wide professional learning community (PLC)
	+ Provides professional development for administrators and staff regarding PLC practices
	+ Assists building administrators in developing a school-based professional learning community
	+ Supports teacher teams, including training for team facilitators and attendance at team meetings as needed
* Provides leadership and support to building administrators and teachers through collaborative planning, professional development, coaching, school improvement planning and regular communication in the following areas
	+ Alignment of curriculum and assessment practices
	+ Data analysis to inform best practice (formative and summative assessments)
	+ Development of systemic responses to academic and behavior needs for all students (MTSS)
	+ Understanding of educational standards, curriculum design, vertical alignment, and oversight of implementation
* Provides leadership in assisting school administrative teams analyze data to inform best practice and develop systemic responses to improve academic and social growth for all students (MTSS/PLCs)
* Develop face-to-face, blended and online platforms for delivery of professional and resources to improve teaching and learning, including development and maintenance of a digital library of effective practices.

***Strategic Planning***

* Collaborates regularly with Superintendent and Director of Teaching and Learning as a diocesan leadership team
* Provides input for implementation of the strategic plan as requested, including alignment of programs to the vision through professional development and resource allocation
* Assists in disseminating information related to strategic planning to stakeholder groups, including implementation and progress toward goals as related to professional development, student achievement, and resources
* Develops and implements an on-going evaluation plan to measure effectiveness and monitor progress of the strategic plan utilizing data related to implementation and student achievement
* Keeps abreast of innovative educational research by engaging in professional development activities, conference attendance, professional reading, and peer collaboration outside the diocese
* Assists in prioritizing diocesan, building level, and Title funds, including exploration of alternative funding and resources such as grants to support programming
* Participates in the development of the diocesan school calendar to ensure adequate professional learning time

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

* Masters degree in Education Leadership (or equivalent program)

*Experience*

* Minimum 5 years experience in parochial education
* Minimum 5 years experience in the leadership field
* ***Knowledge, Skills, and Abilities***
* Proficient in digital tools for data analysis and collaboration such as statistical software, GoogleDrive and video conferencing/cloud collaboration platforms
* Leadership skills including visioning, active listening, coaching, facilitation, and use of data for decision making
* Ability to prioritize resources for continuous improvement
* Knowledge of staff development as it applies to both teaching and learning, and leading professional learning communities
* Knowledge of current educational research, components of PK-12 programming, and best practices for instruction, including knowledge of current trends in curriculum, teaching methods and strategies; best practices in school improvement, leadership development; adult learning theory and professional development; planning and project management; and, collaboration, coordination, and facilitation of work groups
* Ability to work with diverse curricular subject areas
* Knowledge of program evaluation and grant writing
* Ability to analyze data and skills to format data into effective programs
* Ability to read and interpret journals, articles, and research studies

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies**

Quality/Quantity: uses technology to increase productivity; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; completes work in timely manner; strives to increase productivity.

Job Knowledge: competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments and uses resources effectively; requires minimal supervision; displays understanding of how job relates to others.

Workplace Ethics: treats people with respect; inspires the trust of others; works ethically and with integrity; maintains confidential information; supports teachings and mission of the Catholic Church.

Communication: expresses ideas and thoughts verbally and in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.

Teamwork and Cooperation: establishes and maintains effective relations; displays positive outlook and pleasant manner; offers assistance and support to co-workers; works actively to resolve conflicts and gives and welcomes feedback; contributes to building a positive team spirit.

Dependability: responds to requests for service and assistance; follows instructions, responds to management’s direction; takes responsibility for own actions; commits to doing the best job possible; keeps commitments; meets attendance and punctuality guidelines.

Planning/Organization: prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; works in an organized manner.

**Other Qualifications**

Practicing Catholic with the ability to understand, explain, and carry out the mission of the Catholic schools and teachings of the Catholic Church. Travel is required to various locations throughout the diocese. Occasional in-state/out-of-state travel may also be required.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear and stand; walk; climb stairs, sit; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.,