



Gardner Edgerton Schools
USD 231 Mentoring/Professional Development Coordinator

Purpose: The USD 231 Mentoring/Professional Development Specialist will be responsible for supporting educators with the use of research-based instructional practices designed to improve student achievement.

Responsible to: Superintendent of Schools, Board of Education,
Director Educational Services

Required Knowledge and Skills

- Understanding of student and adult learning principles
- Ability to plan and implement small and large group learning activities
- Ability to model/promote technology integration practices in 5th -12th grade classrooms
- Ability to mentor teachers new to the profession; specifically ensuring compliance with KSDE Mentoring guidelines
- Understanding of Kansas College and Career Ready Standards
- Understanding of K-12 grade instruction and assessment strategies
- Demonstrate knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments
- Proficiency with educational software including, but not limited to, Microsoft Office, Google Apps for Education, Schoology, Skyward, video editing software, video hosting platforms, web site software, etc.

District and Building Level Responsibilities for Mentoring/Professional Development Specialist

- Assist with district planning and professional development activities
- Assist with development of district curriculum, instruction and assessments
- Provide leadership to building-level mentors and ensure compliance with KSDE Mentoring guidelines
- Mentor new or experienced teachers seeking to improve instructional skills in the areas of technology integration and instructional planning and delivery
- Participate in on-going professional development
- Support development and implementation of the written, taught, and learned (tested) curriculum
- Collaborates with the Educational Services Team and building principals to support the implementation of the district's digital learning initiative
- Model the integration of instructional technology into USD 231 curriculum in all content areas

- Demonstrate the use of research-based instructional strategies and share resources to improve student achievement
- Organize opportunities for teachers to observe, to be observed, and to participate in feedback and reflective coaching activities as a part of the teaching and learning process
- Provide training for teachers to support differentiation of instruction for students
- Support teachers with the integration of instructional technology across all curricular areas
- Demonstrate knowledge of current research, best instructional practices, and technology integration across grade levels and contents
- Collaborate with principals to assist with the planning and implementation of school improvement plans
- Develop and deliver professional development to support district and school improvement goals
- Conduct technology integration training sessions across grade levels and contents
- Support curriculum, instruction and assessment related special events as needed
- Supports the development of model curriculum projects related to the classroom-based implementation of the district's digital learning initiative
- Performs other tasks and responsibilities as assigned

Desirable Qualifications

- Previous experience in preK-12 teaching
- Previous experience as teacher, mentor, or instructional coach
- Demonstrate ability to implement best practice and the motivation to set and achieve high performance levels
- Desire to continue career improvement by enhancing skills and job performance
- Preferred prior experience as an administrator

Education/Certificate & Licenses

- Must hold a current district or building level Kansas Administrator License or Teaching License
- Preferred Masters degree in Curriculum and Instruction/Education Technology/Educational Leadership