

Hinsdale High School District 86 JOB DESCRIPTION

Job Title: Director of Professional Learning

Calendar Work Days: 205 Days

Supervisor: Assistant Superintendent of Curriculum, Instruction & Assessment

Status: Exempt - Administration

POSITION SUMMARY

Under the direction of the Assistant Superintendent of Curriculum, Instruction & Assessment, the Director of Professional Learning coordinates and supports districtwide professional learning initiatives related to instructional technology, instructional strategies, equity, and social-emotional learning (SEL). The position also oversees the planning and implementation of professional learning opportunities and related processes, including New Educator Institute, early-release days, District Improvement Days, and other district initiatives. The Director collaborates with principals, the Assistant Superintendent of Student Services, and other district leaders to support districtwide and school-based improvement efforts.

Qualifications:

- Valid Illinois Professional Educator License
- Principal or General Administrator Endorsement preferred
- Previous experience as a K-12 educator required, High School experience preferred.
- Strong organizational and managerial skills.
- Strong interpersonal and communication skills.

Preferred:

- Knowledge and experience with instructional technology applications, including learning management systems and applications designed for teachers and students.
- Knowledge and experience with culturally relevant, responsive, and sustaining practices.
- Knowledge and experience with SEL, particularly the Collaborative for Academic, Social, and Emotional Learning (CASEL) framework.
- Experience as a school leader.
- Experience as an instructional coach.
- Knowledge and experience with the design and development of professional learning, such as Learning Forward's [Standards for Professional Learning](#).
- Knowledge and experience in multi-tiered system of supports (MTSS).

Roles and Responsibilities

1. Supports and leads with the Assistant Superintendent of Curriculum, Instruction & Assessment, the development, implementation, and evaluation of district-wide professional development including New Educator Orientation, Induction, District Improvement Planning days, and Institute days.
2. Provide leadership and instructional support for the school district LMS in collaboration with the IT Department.

3. Leads and coordinates the work of building Equity and SEL Coaches to develop and deliver impactful programs for both students and staff.
4. Collaborates with the Chief Information Officer, Assistant Principal of Instruction, and Assistant Principal of Operations to support instructional technology through budget planning, evaluation of new and existing applications, and direct faculty support.
5. Stays informed about evolving trends and research in professional learning, instructional coaching, equity, SEL, and instructional technology.
6. Serves on the District Curriculum Leadership Teams.
7. Collaborates with the Assistant Superintendent of Curriculum & Instruction, Chief Information Officer, and the Building Leadership Team to collect, analyze, share, prepare, and present student and adult learning data.
8. Develop and enact district-wide projects and initiatives in collaboration with the Assistant Superintendent of Curriculum, Instruction & Assessment, the Assistant Superintendent of Student Services, and building principals,
9. Other duties as assigned by the Assistant Superintendent of Curriculum & Instruction.

TERMS OF EMPLOYMENT

- 10-month, 205 day position
- Compensation:\$110,000-\$115,000 annually
- Comprehensive benefit package – 125 Cafeteria plan - including but not limited to health, dental, and vision insurance
- Group term life/ADD insurance
- Employee Assistance Program
- Paid leave

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands

and arms and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, such as to read type or handwritten material. The noise level in the work environment is usually quiet but can be loud in areas such as gyms, auditoriums, lunchrooms, etc. The employee is continuously interacting with students and staff. The employee may need to attend events outdoors on a variety of surfaces and be able to travel throughout the community and between district buildings and other schools in the surrounding area. The employee may be required to travel to locations other than the school.

The information contained in this job description posting is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR

Jodi Bryant

Assistant Superintendent of Human Resources

5500 South Grant Street

Hinsdale, IL 60521 630-570-8006.