



THOMPSON SCHOOL DISTRICT
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL
JOB DESCRIPTION

Job Title:	Coordinator – Professional Development
Revised Date:	May 2021
Work Year:	210 days
Department:	Human Resources
Reports To:	Director of Professional Development
Salary: Range 5	\$56,980 - \$82,518
APT Salary Schedule B	Final salary is determined based on relevant experience

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, one K-8 building, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschools.org to learn more.

SUMMARY:

The Professional Development Coordinator will be a key team member to provide leadership in planning and implementation of TSD's professional development programs, including workshops and special programs. The Professional Development Coordinator will work collaboratively with other team members to ensure the implementation of quality programs and services to our staff.

Primary functions include developing, monitoring and coordinating state-wide professional development, building instructional leadership capacity through coaching and professional learning community networks, monitoring performance and facilitating strategic planning, problem solving and open communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure alignment with Learning Forward's *Standards for Professional Learning* and District Strategic Plan.
- Analyze and use data to identify professional development needs that will serve student learning loss from coronavirus pandemic.
- In collaboration with Learning Services leadership, coordinate and align professional development to address student learning loss.
- Communicate course goals, plans, and effectiveness to the district professional development team and other relevant stakeholders.
- In collaboration with Learning Services leadership, support principals in the coordination and implementation of school-based professional development related to learning loss recovery plans and SUIP goals.
- Support district coordinators, principals and teachers in the alignment of Professional Learning Community goals to measure and address learning loss.
- Connect instructional practices related to learning loss recovery to Quality Standards and Elements on the Rubric for Evaluating Colorado Teachers.
- Provide leadership to the English Learner Professional Development Pathway to ensure that learning loss among students disproportionately affected by the coronavirus pandemic and school closures is addressed in course content.
- Promote TSD's commitment to equity, diversity, and inclusion.
- In collaboration with Learning Services leadership, PD TOSA, and ITS, coordinate and align professional development to address remote teaching and learning needs.



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- Align best practices of remote instruction and learning interventions to Quality Standards and Elements on the Rubric for Evaluating Colorado Teachers.
- Under the direction of the Director of Professional Development, evaluate and identify TSD's professional development courses for alignment with the CDE's culturally and linguistically diverse teaching and learning standards and elements.
- Coordinate Education Camp opportunities and courses that address learning loss and recovery of educational and social emotional disruption due to the coronavirus pandemic.
- Develop and maintain partnerships between the Professional Development team and Learning Services staff to ensure positive and timely communication and services to schools.
- Collect information on trends and developments in the profession for analysis.
- Other duties as assigned.

JOB 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.

KNOWLEDGE, SKILLS, AND ABILITY:

- Written communication skills including editing and publications.
- Public speaking, large and small group facilitation skills.
- Human relation skills.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to be a part of/work with a team.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

EDUCATION AND TRAINING:

- Minimum of five (5) years of experience in the field of education or professional development.
- Master's degree in related field preferred.

EXPERIENCE:

- Experience working in a school setting preferred.
- Previous experience with facilitating/co-facilitating a group.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Must hold current Colorado Teaching License or show proof of application for license is in process.
- Principal or Administration License preferred
- Valid CO Driver's License

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires



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more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

- All employees of the district are responsible for maintaining a safe and healthy workplace and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. Candidates are regularly required to speak and listen. The employee frequently is required to stand; walk; sit and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and association procedures

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.

Employment is contingent upon successful completion of the post-offer screening process, including a background check and completing interview questions on Spark Hire.