

Professional Learning Administrative Professional Teaching & Learning



BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt
			This is a 12 month position. Level II
NATURE OF WORK			
<p>The Professional Learning Administrative Professional reports to the Executive Director of Teaching and Learning and Teaching and Learning Directors and is responsible to those persons for the proper interpretation and performance of the duties and responsibilities of this position. The Professional Learning Administrative Professional is responsible for implementing the clerical procedures pertaining to professional learning, curriculum and instruction, and maintaining a helpful and supportive resource to the Teaching & Learning Coordinators.</p>			

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Communication and Outreach: maintain and update documents including emails, newsletters, webpages, and social media to ensure clear and accurate communication about Teaching and Learning programs, curricula, and services.	Daily 10%	
2.	Professional Learning and Staff Development: Provide support to directors and coordinators with the organization of professional learning events (e.g., AWE programming, New Teacher Workshop), and maintain staff records in the district's professional growth system.	Daily 20%	
3.	Curriculum and Instructional Resources: Maintain inventory, distribution, and tracking of instructional materials and curriculum resources, including the T&L book library; support warehouse coordination, auction preparation, and digital curriculum/license tracking in collaboration with T&L and Technology Integration staff.	Monthly 20%	
4.	Program Implementation: Provide clerical assistance in support of the implementation of programs such as Targeted Services, Enrichment, and summer offerings, including material processing and distribution.	Monthly 20%	
5.	Administrative and Office Support: Provide directors and coordinators with clerical support (printing, organizing, shipping, etc.) and perform receptionist duties to maintain a welcoming department environment.	Daily 15%	
6.	Data Management and Software Use: Utilize various software systems to support data collection and system updates.	Daily 10%	
7.	Respond to Inquiries and Provide Internal Support: Serve as a point of contact for internal staff, responding to questions via phone, email, and in person, and connecting individuals with the appropriate team members.	Daily 5%	
8.	Performs other duties of a similar nature or level.	As Required	

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FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department/student.

LEVEL OF DECISIONS

Responsibilities typically require adaptation of procedures, processes, tools, equipment and techniques to meet the specialized requirements of the position.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.

DIRECTION PROVIDED

Incumbents work with others but are not responsible for providing formal work direction.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.

LICENSING REQUIREMENTS

Incumbents in this class typically require: None

KNOWLEDGE REQUIREMENTS

- Google Apps (Docs, Sheets, Forms, Slides, Drive, etc.) and Microsoft (Word, Excel, Powerpoint, etc.)
- Customer service techniques, office procedures and equipment
- Record keeping techniques

SKILL REQUIREMENTS

- Ability to learn website maintenance tasks and procedures
- Ability to learn Google Apps (Docs, Sheets, Forms, Slides, etc.)
- Ability to learn new assessment software and adapt to periodic vendor software updates
- Ability to learn how to utilize data tables, merge data, and Pivot Tables.
- Excellent problem-solving and the ability to work independently
- Detail oriented, show initiative, function as a self-starter, and prioritize multiple tasks
- Communicate verbally and in writing in a clear, concise and professional manner
- Ability to be discrete, tactful, confidential and maintain records and files

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

DATE	COMMENT
August 2025	Reviewed by Executive Director of HR and Executive Director of Teaching & Learning

NOTE:

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.