



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: DISTRICT PROFESSIONAL LEARNING COORDINATOR
(Teacher on Special Assignment – TOSA)

REPORTS TO: Manager of Teacher Induction & Professional Learning

CLASSIFICATION: Certificated

SITE: District Office

SALARY: 0.6 FTE

WORK YEAR: Teacher Work Calendar
+ 10 Days

APPROVED BY THE BOARD OF TRUSTEES: April 21, 2022

EFFECTIVE DATE: July 1, 2022

JOB ESSENTIAL FUNCTIONS:

Professional Learning Events

- Provide collaborative leadership in support and development of professional learning activities across the District.
- Support the development and coordination of District Professional Learning events such as; New Teacher Orientation, New Teacher Support Program workshops throughout the school year, and District summer professional learning events in collaboration with the District Instructional Leadership Team.
- Support the coordination, planning, and facilitation of embedded District Professional Development Days.
- Work collaboratively and collegially with administration, coaches, curriculum specialists, teacher-leaders, and District specialists to develop, monitor, and support District professional learning.

Supports Development of Teacher Instructional Leaders

- Provide direct support and training opportunities to site-based Professional Development Coordinators, MTSS Coordinators, content area leaders, and school leadership or professional development teams.
- Plan and facilitate council and workgroup meetings for PD and MTSS coordinators.
- Participate in the collaboration, development, and facilitation of professional learning opportunities for teachers in instructional leadership roles.

Professional Learning Monitoring & Improvement

- Engage regularly in data collection and analysis for program development and improvement.
- Aggregate professional learning needs assessments; works with the Instructional Leadership team to develop and facilitate professional learning sessions where needed.
- Aggregate site and District-wide professional learning survey responses to refine and improve professional learning opportunities.

Engages in Professional Growth

- Engage in personal professional learning and growth to stay current on research-based best practices regarding pedagogy and instruction.

- Attend workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate, disseminate and share best practices and opportunities to teachers across the District.
- Maintain affiliations for professional organizations at the local, state, and national level.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Minimum of five years high school teaching experience.
- Knowledge of teacher development, including leading and designing professional development and Adult Learning Theory.
- Knowledge of instructional coaching and use of formative assessment cycles for teacher growth.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development, integrating technology into instruction, and strategies for formative assessment across the curriculum.
- Experience with and/or previous training in developing culturally responsive and anti-racist pedagogy/ curriculum.
- Experience working with a wide range of students with diverse learning needs.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Apps for Education; and Aeries.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.