

**Archdiocese of Louisville
Position Description**

Staff Member

Agency Office of Catholic Schools

Position Title Professional Learning and School Improvement Coordinator

Number Supervised 1

Accountable To Superintendent of Schools

Status: Exempt

Minimum Hours Per Week 35

I. Position Summary

Coordinate system-wide professional learning and school improvement initiatives, programs, and resources to support Catholic school leaders, educators, and communities in enhancing student formation and growth.

II. Primary Duties and Responsibilities

Professional Learning

Coordinates professional learning opportunities for Catholic school leaders, educators, and other stakeholder groups by:

- Aligning professional learning with system and school goals.
- Building congruence between professional learning and other school and system initiatives.
- Building capacity for skillful collaboration with archdiocesan staff, Catholic school leaders, educators, and community partners.
- Applying research on change in planning and leading implementation of professional learning.
- Analyzing and interpreting multiple sources of student, educator, and system data to determine professional learning needs.
- Differentiating support for implementation of professional learning by utilizing a variety of models and schedules at local and school levels.
- Developing and sharing knowledge about technology-enhanced learning designs.
- Leveraging resources to achieve professional learning goals through federal Title programs (Title IIA, Title IV. etc.), grants, and other funding sources.
- Identifying and implementing effective registration and data systems for professional learning.

Continuous Improvement Process for Schools and System-Level Accreditation

Facilitates system-level continuous improvement process leading to accreditation through Cognia/AdvancED by:

- Evaluating adherence to system-level standards and policies.
- Administering system-level surveys and inventories on a regular basis.
- Analyzing system-level data in support of continuous improvement.
- Ensuring quality assurance by implementing internal review process for schools.
- Implementing a system-level engagement review at regular intervals to support continuous improvement and achieve accreditation for Catholic schools.

Other Responsibilities

- Facilitates the following gatherings of leaders and educators—High School Assistant Principals, Directors of School-Age Child Care (ALCC)
- Oversee Professional Educators' Incentive Program (PEIP)
- Supervises secretary serving continuous improvement and professional learning

III. Position Qualifications and Competencies

- Master's in Education or other appropriate field
- Minimum of 5 years Catholic school teaching experience, Catholic school administrative experience preferred
- Proficiency in Microsoft Office suite including word, excel, PowerPoint, etc.
- Proficiency in Google Suite
- Knowledge about technology-enhance learning designs
- Participates in Learning Forward Academy for Staff Developers