



GOCSD Southeast Professional Learning/Assistant Director

Job Description

(Interested candidates should submit a cover letter and resume by June 2, 2023 to pam.hedgpeth@gocsdmo.org)

The Greater Ozarks Cooperating School Districts (GOCSD) is a regional collaborative of southwest Missouri school districts that is expanding to include southeast. GOCSD formed to aid its members by sharing resources, expertise, and purchasing power, all with the ultimate goal of serving the students of Southwest Missouri. The Southeast Professional Learning/Assistant Director will provide leadership and coordination for planning, implementing, and assessing all aspects of teaching, learning, and leadership of the Greater Ozarks Cooperating School Districts in southeast Missouri.

Job Type

Part time, Contracted Service

Essential Functions

Membership Support

- Acts as a resource and catalyst for district/school improvement, innovation and change
- Maintains an active and visible leadership role in the educational community
 - Attend monthly regional MASA meetings
 - Support GOCSD advocacy efforts; Stays current on key issues with legislation, DESE initiatives and regional needs.
 - Collaborate with other regional and state networks as appropriate
- Supports school and District improvement priorities through development of teacher, administrator, and staff learning opportunities
 - Designs services for the purpose of implementing professional learning program activities that address identified professional learning needs of districts and educators
 - Coordinates with district and building administrators, a variety of committees, etc., for the purpose of serving as a liaison and resource, identifying professional learning needs and/or coordinating professional learning services within the district



- Coordinates with school administrators and other departments to effectively support teachers to improve instruction in the classroom and increase retention of effective teachers
 - Recruit trainers and teacher leaders to provide on-site professional learning
- Supports teacher and administration leadership development programs
 - Participates in new teacher induction process development, implementation, and support
 - Aligns teacher professional learning with teacher evaluation system and school improvement goals to improve teacher effectiveness
- Supports the use of instructional technology tools and processes to improve instruction through effective professional learning opportunities

Professional Learning

- Collaborates with the Director of Professional Learning, Director of Communications, and Executive Director during regular monthly meetings via Zoom
- Establishes positive relationships with other PL service providers in the region to provide collaborative support
- Serves on the Professional Learning Advisory Committee which meets quarterly
- Supports development and participation in yearly PL Needs Assessment
- Aligns offerings to Needs Assessment results
- Schedules all GOCSO professional learning events for southeast while promoting all GOCSO offerings using the established Event Book system
- Attends professional learning events coordinating sign in, arranging for refreshments/meals as required per event, and gaining feedback/reflections from participants.
- Provides event updates for Professional Learning Advisory Committee, Board, and General Membership
- Creates new networks as requested by members (for example, grade level collaboration)

Website/App/Social Media

- Coordinates with Director of Communications and proofreads event postings
- Reviews regularly to ensure information is up to date

Canvas Catalog

- Coordinates with the Director of Communication regarding:
 - Virtual learning events
 - On-demand courses



Innovation Summit

- Serves on the Innovation Summit Committee
- Attends the Innovation Summit

Partners

- Collaborates with the Coordinator of Partnerships
- Solicits Partners

Performs other duties as assigned by the Executive Director

Qualifications

Education

- Master's degree in education or related field, required
- Specialist degree or higher, preferred

Experience

- Experience in education, required, at least ten (10) years experience in this area, preferred
- Five (5) years supervisory / administrative experience, preferred

Knowledge/Skills/Abilities

- Demonstrated ability to develop and deliver training to adult learners across multiple disciplines and levels
- Demonstrated knowledge in differentiation and meeting the needs of varied adult learners
- Proven ability to conduct professional development programs and project planning, management, and evaluation
- Detailed knowledge and experience with standards-based instruction and assessment best practice
- Demonstrated ability to work with diverse audiences
- Ability to plan and implement short and long-range goals and objectives
- Ability to work collaboratively with others in program planning and delivery
- Working knowledge of Google Drive tools and other technology tools
- Excellent presentation and decision-making skills
- Excellent organizational and leadership skills
- Excellent communication skills, both written and verbal