

**CAPE ELIZABETH SCHOOL DEPARTMENT**

Job Description – Co-curricular

**TITLE:** K-12 Professional Development Committee Member

**QUALIFICATIONS:**

- Maine Department of Education teacher certification
- Knowledge of and interest in current trends in education, including proficiency-based learning, student support structures, character education, technology integration, etc.
- Strong communication skills

**REPORTS TO:** Director of Teaching and Learning

**SUPERVISES:** N/A

**JOB GOAL:** Along with other Committee members, to coordinate the research, planning, implementation, and evaluation of school- and district-wide professional development on early release afternoons, professional development Mondays, and inservice days, and to review procedures related to individual/team professional development requests.

**PROFESSIONAL RESPONSIBILITIES:**

- Act as a liaison between school staff and the committee (e.g., survey staff regarding their professional development needs; promote planned professional development with staff; gather and analyze post-professional development feedback from staff, etc.)
- Actively participate in planning school- and district-wide professional development
- Actively participate in researching and recommending resources necessary for implementation of school- and district-wide professional development
- Actively participate in reviewing procedures related to individual/team professional development requests
- Attend all scheduled meetings

**TERMS OF EMPLOYMENT:** Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Director of Teaching and Learning, with input from the school-based administrators on the committee, will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

**APPROVED:**