

Job Description

Specialist Professional Learning T2 - (260001C7)

Description

Job Overview

The Specialist Professional Learning T2 will be responsible for the management of the District's comprehensive professional learning plan, implementation of professional learning aligned to the District's instructional priorities and campus improvement plans, development of teacher leaders, and identification of recommended strategies and resources for the assigned program area. The incumbent will provide strong leadership in the area of professional learning to promote the District's vision for Teaching and Learning.

Position Description

Essential Duties and Responsibilities

Plan, Organize, and Evaluate Professional Learning

- Implement, monitor, and evaluate the District comprehensive professional development plan
- Facilitate the alignment of systems for planning long range professional learning to meet District goals
- Support the implementation of a clearing house for procurement and implementation of professional learning opportunities aligned to district instructional priorities
- Design, coordinate, and conduct professional learning opportunities aligned to district instructional priorities, best practices for adult learning, and technology programs
- Collect and analyze data to measure the implementation and impact on student achievement of district wide instructional priorities and initiatives

Build Capacity to Support Implementation of Learning

- Facilitate the development of mentoring and induction programs, guided teacher observations, leadership cadres, instructional support videos, and Professional Learning Communities to expand teacher leadership opportunities
- Support the development of campus based instructional coaches through job embedded professional learning opportunities
- Utilize job embedded professional learning to facilitate the implementation of district instructional priorities including balanced literacy, guided math, inquiry based instruction, and blended learning
- Support the development and expansion of job embedded professional learning opportunities designed to engage teachers and leaders in experiential learning and reflective practice to support the implementation of the written curriculum
- Engage in a continuous review and application of professional literature/development related to professional learning and development of research based best practices in instruction
- Attend state and national workshops/conferences and serve on committees to advance professional learning aligned to the comprehensive professional learning plan

Collaborate

- Collaborate with campus principals to develop and monitor implementation yearlong campus based professional learning plans that align to district instructional priorities and campus improvement plans

- Lead, facilitate professional growth, and support campus professional learning leads to implement and evaluate the effectiveness of professional learning plans aligned to district priorities for instruction and blended learning
- Collaborate with campus administrators and district leaders to support the effective implementation of the instructional coaching program
- Collaborate with various departments within the organization to create, implement, and monitor professional learning experiences that align with district instructional priorities
- Collaborate to develop and allocate budgetary funds to support professional development programming
- Establish community partnership to advance professional learning opportunities
- Adhere to all federal, state, and local laws and policies

Supervisory Responsibilities

- Address complaints and resolve problems in a timely manner
- Provide leadership and direction to campus based professional learning and technology leads to support implementation of campus based professional learning plans and technology integration
- Monitor the implementation of the comprehensive professional learning plan to ensure alignment to the District's Mission and Vision

Qualifications

Qualification Requirements

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities, required unless otherwise stated as preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

- Bachelor's Degree
- Master's Degree preferred
- Valid Teaching Certification Issued by Texas Education Agency appropriate to subject and grade level of assignment
- Minimum of 3 years experience as a classroom teacher
- Minimum of 2 years experience in leadership at campus or district level
- Minimum of 1 year experience in planning, developing, and presenting professional learning at campus or district level
- Advanced knowledge and expertise with Microsoft Word, Excel, PowerPoint, Access
- Ability to collaborate with various departments within the organization
- Ability to meet deadlines, prioritize effectively and work independently within guidelines
- Excellent communication and interpersonal skills, both orally and in writing

Physical Requirements/Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in classrooms, offices, work stations and meeting rooms.

The position requires occasional walking, standing, sitting, bending, stooping, kneeling, crouching, crawling, and lifting/carrying work related items weighing less than 40 pounds, such as books, papers and presentation materials. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Attendance at conferences and professional development is required. Work involves everyday risks and discomforts which require normal safety precautions when operating equipment or performing job duties. May work prolonged or irregular hours and must be able to maintain emotional control under stress.

Additional Information

- This position is grant funded through Title 2. This position may be discontinued if funds are no longer available.

Primary Location TEXAS-SUGAR LAND

Work Locations

16431 LEXINGTON BLVD.
SUGAR LAND 77479

Job Staff

Organization DEPARTMENT

Position Calendar: 238JUL

School Year:2026-2027

Salary Grade: 104

Unposting Date Jul 31, 2026