



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title:	<b>Coordinator Professional Learning &amp; Educator Effectiveness</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Professional</b>	Pay Range:	<b>A/P Schedule, Grade Q</b>
Prepared/Revised Date:	<b>January 29, 2026</b>	Job Code:	<b>34707</b>

**SUMMARY:** Responsible for designing, facilitating, and coordinating district-wide and school-embedded professional learning to support implementation of the PSD Standards-Based Teaching and Learning Framework. Partner with schools and district teams to use student and educator data to evaluate professional learning, inform coaching, and strengthen instructional practices and systems. Support implementation of district initiatives, adopted curriculum and instructional strategies, and collaborate with school leaders to develop data-informed professional learning and school improvement plans as part of a cohesive professional learning system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Collaboratively design, facilitate, deliver, and coordinate district-wide and school-embedded professional learning opportunities in partnership with schools and departments to support the implementation of the PSD Standards-Based Teaching and Learning Framework across all staff groups.
2. Analyze multiple data sources to assess the effectiveness and impact of professional learning experiences.
3. Inform and support systems for evaluating adult practices alongside student outcome data, as well as growth rating and SLOs for licensed educators.
4. In alignment with MTSS and other district systems, develop system coaching for student outcome data to inform and strengthen district- and school-level systems that support continuous growth and improvement, and collaborate with administrators and teams to design and implement targeted coaching and support aligned to student performance and educator effectiveness measures.
5. Partner with the Curriculum and Instruction department to support implementation of district adopted materials and instructional strategies.
6. Collaborate with district teams to support the implementation of district-wide initiatives, strengthening coherence and consistency across schools. Engage in planning discussions, contribute to professional learnings, and provide follow-up support to ensure initiatives are effectively implemented and sustained.
7. Collaborate with schools to develop and implement data-informed school improvement plans, providing guidance and support in creating professional learning plans that align with and drive progress toward school improvement goals.



8. Engage with the Professional Learning & Educator Effectiveness team, as well as other departments, to support the creation of a professional learning system.
9. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree with proper teaching or special services provider licensure program required
- Demonstrated successful experience instructing students in a classroom setting required
- Demonstrated successful experience leading adult learning required
- Experience and formal training in facilitating team collaboration preferred
- Coaching experience preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado educator license with appropriate endorsements required
- CPR and First Aid certifications encouraged

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Facilitation of adult learning
- Knowledge of team infrastructure, formative instruction and assessment processes, MTSS framework, and technology integration
- Oral and written communication skills
- English language skills
- Interpersonal relations skills, ability to build quick rapport and relationships among staff
- Critical thinking and problem-solving skills
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



## **PERSONAL CHARACTERISTICS:**

Demonstrate competence in the following:

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Behave Ethically: Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the District.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the District.
- Creativity/Innovation: Develop new and unique ways to improve operations and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the District's parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the District.
- Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the District.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Think Strategically: Assess options and actions based on trends and conditions in the environment, and the vision and values of the District.

## **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of, experience with, and ability to train others on department software packages such as Microsoft and Google tools, etc.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

## **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Director of Professional Learning & Educator Effectiveness	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	



**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	