



GAEL CONTRACT SERVICES VACANCY ANNOUNCEMENT OCTOBER 2020

GAEL Professional Learning Coordinator

- Contract Service Position, Part-Time; reports to GAEL Executive Director.
- Negotiable Start Date: January, 2021.
- 120 Days annually (July-June). Negotiable. Days pro-rated in FY2021.
- Salary \$50,000-\$60,000, depending upon previous experience and qualifications.
- This position will be initially grant funded, projected at 3 years, but is projected to continue indefinitely.
- Travel/Mileage/Meal reimbursement at state rate will be provided.
- Contract employee may work remotely as approved/assigned; must be permanent resident of the state of Georgia.

Minimum Qualifications:

- 4 years experience as a classroom teacher.
- 3 years experience in instructional and/or school leadership at the school or district-office level.
- Master's Degree or higher preferred in relevant fields of education.
- Must possess access to quality Internet for remote/virtual services and must have access to a personal vehicle for the provision of services.

- Must be able to lift, load, and/or transport at least 20 pounds without the aid of other persons.
- Must be able and willing to wear personal protective equipment (such as face masks) for any duties if necessary.

Interested Applicants:

- Email a resume and letter of interest to Robert Costley, GAEL Executive Director, at rcostley@gael.org. Include experiences and training with instructional leadership, high quality instruction, leading professional learning for educators, and any experience with personalized learning.
- Email a list of references from three of the most recent education-related supervisors (include name, position, phone, and email of reference). All applicants will be screened by checking references, so please include your guidance and wishes to the GAEL Executive Director about contacting references (and when to do so).
- All applicant materials shall be submitted no later than Thursday, November 12, 2020.
- Potential applicants may contact Robert Costley with questions about the position at 470-765-7617 or rcostley@gael.org
- Initial interviews may be conducted virtually.

Duties of the GAEL Professional Learning Coordinator include, but are not limited to:

- Provides leadership and support for the communication and implementation of personalized learning in accordance with the Georgia ReStart Embrace, Engage, Expand, and Enhance Learning with Technology (GRE4T) Grant and GAEL policy and expectations.
- Assist in planning, designing, and implementing GAEL professional learning and networking opportunities for educational leaders in GA (conferences, break-out sessions, micro-credential course design for GAEL member trainings, drive-in institutes, etc.)
- Assist in Coordination of professional development for virtual and face to face delivery of [Georgia's Personalized Learning \(PL\) Standards and Vision](#).
- Establish and support effective lines of communication with leaders and some master teachers in Georgia's school systems and other educational entities.
- In coordination with grant partners, review, update, and design personalized learning and other relevant modules, content, resources, and monitoring systems in support of [Georgia's PL Standards and Vision](#).
- Serve and support GRE4T grant team, GaDOE staff, grant service providers, and GAEL in understanding, promoting, demonstrating, and sustaining the expectations and qualities of personalized learning in a school environment.

- Coach leaders to successfully implement PL strategies through collaborative and customized grant services that include conferencing, feedback, and reflection within schools and across school communities.
- Support PL instruction using a readiness assessment and then through a variety of grant approved services that ultimately contribute to increasing **student** performance.
- Assist grant partners to create, select, and implement approved PL materials and modules based on research, best practices, and alignment to PL standards/focus area, school, and stakeholder need.
- Collaborate with leaders to do informal classroom observations or “learning walks” based on [Georgia’s PL standards](#) and the school’s pre-determined “look fors” to appraise PL effectiveness and determine next steps for growth.
- Monitor teacher and leader progress and provide reflection by reviewing multiple data measures to improve school outcomes.
- Support and monitor grant implementation to ensure alignment with school’s PL focus area, grant expectations, and timeline.
- Other relevant duties as assigned by the GAEL Executive Director.

Preference could be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Self-motivated, top-notch work ethic, people person, loves to learn and grow, high energy, excellent organizational skills, proven ability and habit of not just fulfilling duties, but proactively leading and creating without needing constant supervision.
- Committed advocate of the public school system in Georgia.
- Experience and comfort in leading engaging virtual meetings and training.
- Willingness to travel upon request (travel will be limited during pandemic, based on data regarding COVID-19 infections).
- Competence in a diverse range of contemporary software and online productivity tools such as virtual conference platforms (e.g. Zoom, Google Hangouts, Microsoft Teams, and/or GotoMeetings), Microsoft Office Suite, Google Drive applications, Apple productivity tools, Adobe Photoshop, Twitter, Facebook, Instagram, etc. (It is not required to be competent in ALL of these tools, but experience with a diverse range is preferred.)
- Preferred skills and/or proclivity in marketing (writing, assisting with graphic organizers and flyers, email marketing, social media, etc.).
- Experience as a classroom teacher, academic coach, or school leader with demonstrated skills in personalized learning, blended learning, and/or competency-based education.
- Demonstrated successful experience supervising or leading others and/or managing projects and associated staff.

- Excellent interpersonal and communication skills necessary for relationship building and comfortably interacting with all stakeholders.
- Excellent presentation skills and able to train and support all stakeholders.
- Experience creating and managing professional development modules and activities.
- Experience with implementation of Georgia's [Personalized Learning Standards](#) and other relevant methods.

Contact Robert Costley, GAEL Executive Director, with questions about this posting at rcostley@gael.org or 470-765-7617.

Personalized Learning Standards of Georgia

<https://casetext.com/regulation/georgia-administrative-code/departments-505-professional-standards-commission/chapter-505-3-educator-preparation-rules/rule-505-3-108-personalized-learning-endorsement-program>

Resources:

<https://www.ed.gov/news/press-releases/secretary-devos-awards-more-180-million-states-rethinking-k-12-education-better-meet-students%E2%80%99-needs-during-coronavirus-disruption>

<https://www.gadoe.org/External-Affairs-and-Policy/communications/Pages/PressReleaseDetails.aspx?PressView=default&pid=790>

<https://simbli.eboardsolutions.com/Meetings/Attachment.aspx?S=1262&AID=1195375&MID=83182>

<https://files.constantcontact.com/142765ad401/9134ec8b-d043-4955-9040-082f30264e62.pdf>