



JOB DESCRIPTION

Job Title	Professional Development Plan Reviewer
Department	Increment
Reports To	Respective Principal/Director of Academic Services
Classification	Certified
Location	
Salary	On increment schedule
Length of Contract	50 hours per year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Professional Development Plan Reviewer will work with staff to develop PDP goals and complete the verification process. Through the coordination of the Director of Academic Services, PDP reviewers will coach their assigned staff members through the PDP process.

Essential Job Functions

- Coach assigned teaching staff through the PDP goal approval process.
- Coach assigned teaching staff through the PDP verification process.
- Provide assigned teaching staff appropriate feedback throughout the PDP process.
- Attend open labs, when requested, by assigned teaching staff.
- Attend in-district PDP reviewer coordination meetings.
- Maintain current PDP Review certification.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin professional educator license.
- Minimum three years PreK-12 teaching experience.
- Hold PDP Reviewer Certification (must have completed initial training or refresher in 2016 or later.)

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Training in academic educational coaching (ex. Instructional coaching, mentor coaching, etc.).
- Wisconsin professional educator license in PI-34 model.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong ability to work effectively with individual educators.
- Demonstrated customer service personality.
- Exemplary oral and written communication skills.
- Ability to handle and prioritize multiple tasks.
- Ability to work with staff in a problem resolution and mentor role.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school/office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.