



Professional Development Coordinator Job Description

The Louisiana A+ Schools Professional Development Coordinator plays a critical role in providing direct support to a statewide network of Pre K-12 schools in all areas of arts integration, including training and coaching (in-person and virtual), curriculum development, and assessment. Now in its fourth year, Louisiana A+ Schools is an education initiative of the George Rodrigue Foundation of the Arts.

Position Overview

The Professional Development Coordinator supports the vision, motivation, coordination, and evaluation for all academic training activities across the Louisiana A+ Schools (LAA+) program. Working in close partnership with LAA+ Directors, this position ensures consistency of all professional development functions involving LAA+ teachers, administrators, Fellows, and teaching artists.

Skills Needed:

- Extensive knowledge in and experience with arts integration; arts integrated curricula development and assessment.
- Familiarity with Common Core Standards and National Core Arts Standards.
- Experience training and coaching teachers curriculum development, classroom management and instructional strategies.
- Experience designing classroom assessment instruments measuring arts learning.
- Ability to communicate and interface with a diverse audience, including teachers, artists, principals, and the public at large.
- Experience working with web sites and virtual communications such as webinars, Google docs, Google Hangout, Dropbox, etc.
- Exceptional writing and verbal communication skills.
- Computer savvy; excellent working knowledge of Microsoft Word, Excel and Power Point.
- Able to travel extensively across the state of Louisiana with extended overnight stays. Occasional out-of-state travel may also arise.
- Able to work intermittent evenings and weekends as needed.

Candidates should meet the following qualifications:

- Hold at least a Bachelor's Degree in Education, Arts Education, Educational Administration, Educational Leadership, Curriculum, or other related area. Other degree fields will be considered if prior work experience aligns with job responsibilities.
- Experience working as a classroom teacher, certified is preferred.

Louisiana A+ Schools is a program of the George Rodrigue Foundation of the Arts which is a non-profit 501(c)3 organization that advocates for the development of our youth through the arts

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Related Job Functions:

- Assists with event management including up to three weekend Fellows retreats and multiple week-long Summer Institute trainings.
- Contributes content and data related to professional development activities for grant applications as needed.

Non-essential Job Functions:

- Handles other tasks as they emerge or are assigned by LAA+ program directors.
- Performs other duties as assigned.

Travel Requirement:

LAA+ is based in Baton Rouge, however, the person selected for this position may operate out of Baton Rouge, New Orleans or Lafayette, LA. As LAA+ is a statewide network of schools, the Professional Development Coordinator must have reliable transportation. Extensive and frequent travel to all school sites on a regular basis throughout the school year will be an essential, non-negotiable job function.

Salary

Commensurate with experience.

Contact:

For questions about this position, contact Bethany France, Director, Louisiana A+ Schools at bethany@georgerodriguefoundation.org.