

<p style="text-align: center;">Texas Staff Development Council</p> <p style="text-align: center;">Job Description for the Lead Learner Position</p>
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Purpose: To ensure quality, consistency, fidelity and continuous improvement in all content areas, the Lead Learner serves in the following ways.

Reports to: Executive Director

Qualifications:

- Education experience
- Experience in content for which candidate is applying
- Experience as a trainer/facilitator

Leadership in Content

- Stay abreast of new information related to content area and communicate such to Executive Director (ED) and trainers
- Contribute a "Tip for Trainers" item for the website quarterly
- Convene and facilitate curriculum and materials conversations and updates annually with a Content Design Team.
- Facilitates the adherence to the Content Addition/Deletion process.

Leadership in Trainer Support

- Reviews session evaluations and Training Team Self-reflection/Goal forms.
- Brings issues and concerns to Executive Director.
- Interfaces with the Learning Coordinator on materials and set-up issues.

Leadership in Collaboration with the Executive Director

- Serves as a member of the Learning Team; attends phone conferences and face-to-face meetings
- Serves as a Public Relations and Marketing "voice"; answers inquiries; follows up with clients after sessions.
- Supports Executive Director with planning and questions regarding content and trainer concerns.

Professional and Interpersonal Skills

- Works cooperatively with other team members
- Represent TSDC to our clients in a professional and caring manner
- Enhances skills through professional growth

- Compensation is \$2500 per year; paid in quarterly installments

Terms:

For consideration, interested persons must complete an application (www.tsd.org), letter of interest and resume to:

Dr. Jody M. Westbrook, Executive Director

TSDC

1540 Keller Parkway, Suite 108, #303

Keller, TX 76248

Applications due by May 15, 2010.