



Professional Learning Specialist - K-5 Literacy

Service Team	<u>Vendor Services</u>	Employment Type	<u>Full-Time</u>
Reports to	<u>EPIC Director</u>	FLSA Status	<u>Exempt</u>
Primary Location	<u>GRREC Office</u>	Annual Contract Days	<u>220</u>
Application Deadline	<u>May 18, 2026</u>	Anticipated Start Date	<u>July 1, 2026</u>

POSITION OVERVIEW

The Green River Regional Educational Cooperative (GRREC) is seeking a Professional Learning Specialist to support the mission and work of GRREC by supporting the organization’s teaching and learning portfolio through professional learning systems, leadership development, and implementation of GRREC’s professional learning and coaching model. This position contributes to the success of GRREC by designing and delivering professional learning, supporting implementation of high-quality instructional practices, and collaborating with educators, leaders, and partners to improve teaching and learning outcomes. The role also supports project development, partner engagement, and organizational growth aligned with GRREC’s mission and priorities. This position will focus on literacy initiatives across member districts.

KEY RESPONSIBILITIES

The Professional Learning Specialist will:

- Design and deliver professional learning, coaching, and implementation support aligned to literacy initiatives and district needs
- Collaborate with educators and leaders to improve literacy instruction and student outcomes
- Develop and support implementation of tools and resources aligned to literacy instruction and curriculum
- Provide coaching cycles and technical assistance to districts and member organizations
- Support project coordination, communication, and organizational initiatives

MINIMUM QUALIFICATIONS

Applicants should have:

- Master’s degree from an accredited university
- Minimum of five years of teaching experience in literacy or related field
- Proficiency in professional learning delivery, communication, and use of technology and software systems
- Working knowledge of instructional practices, curriculum implementation, and willingness to travel

KNOWLEDGE, SKILLS, & ABILITIES:

The successful candidate will demonstrate:

- Strong understanding of literacy instruction and curriculum implementation
- Ability to design and facilitate engaging professional learning experiences
- Strong organizational and time management skills
- Effective verbal and written communication skills
- Ability to build relationships and collaborate effectively

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

This position typically works in an office, school, and community setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position. The role may require:

- Sitting, standing, walking, speaking, using office and virtual technology
- Travel within and outside the GRREC region
- Occasional lifting or moving of materials up to 25 pounds

COMPENSATION & BENEFITS

- Based on rank and experience in accordance with GRREC's Salary Schedule
- Eligible for medical, dental, and vision coverage, paid sick leave, personal leave, and holidays based on contracted days
- Participate in the Kentucky Teachers' Retirement System (TRS)
- Optional supplemental benefits are also available through payroll deduction

HOW TO APPLY

Interested applicant should submit:

- Application form
- Cover letter
- Resume

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Location, duties and responsibilities may be altered to meet the needs of the organization.

Successful completion of post-offer, pre-employment screenings are required as a contingency of employment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT: GRREC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law. Reasonable accommodations are available for qualified individuals with disabilities and for limitations related to pregnancy, childbirth, and related medical conditions.