



Professional Learning Specialist - K-12 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/Field-Based</u>	Annual Contract Days	<u>220</u>
Application Deadline	<u>Until Filled</u>	Anticipated Start Date	<u>October 1, 2026</u>

POSITION OVERVIEW

The Green River Regional Educational Cooperative (GRREC) is seeking a Professional Learning Specialist to advance its mission 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 GRREC's success by designing and delivering professional learning, coaching, and technical assistance; supporting the implementation of high-quality instructional materials and evidence-based literacy 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 K-12 literacy initiatives and is primarily field-based, serving partner districts and schools across Eastern Kentucky, with travel to other areas of the state and to GRREC's Bowling Green office for meetings and professional learning as needed.

KEY RESPONSIBILITIES

The Professional Learning Specialist will:

- Design and deliver professional learning, coaching cycles, technical assistance, and implementation support aligned with literacy initiatives, curriculum, and district needs.
- Collaborate with teachers, principals, instructional coaches, and district and school leaders to strengthen literacy instruction, teaching practices, and student outcomes.
- Research, develop, and support the implementation of instructional tools and resources aligned with evidence-based literacy instruction and curriculum.
- Coordinate projects and partner relationships, including project plans, deadlines, deliverables, communications, archiving, recordkeeping, and related administrative responsibilities.
- Collaborate with colleagues on proposals, brand building, thought leadership, work products, and organization-wide professional learning, retreats, events, and other initiatives that support the mission and growth of GRREC and EPIC.

MINIMUM QUALIFICATIONS

Applicants should have:

- Master's degree or higher from an accredited university.

- Minimum of five years of teaching experience, preferably including structured literacy and foundational literacy instruction; minimum of three years of experience in staff development, instructional design, leadership development, or school improvement.
- Valid Kentucky teaching certificate and LETRS certification preferred.
- Proficiency in professional learning delivery, communication, and use of technology and software systems

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
- Willingness and ability to travel regularly

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.