



**Wilson Education Center**  
2101 Grace Avenue  
P O Box 217  
Charlestown, IN 47111  
Phone 812-256-8000 Fax 812-256-8012  
www.wesc.k12.in.us



## ANTICIPATED VACANCY

Date: April 28, 2023  
Position: **Professional Development Coordinator**  
Calendar Length: Full Time, 260 days.  
Salary Range: \$65,000 annual salary  
Benefits: Standard benefits package with health, vision, dentist, LTD, Life, and Teacher Retirement Fund (TRF). 4 personal days, 9 sick days, 10 vacation days, and 13 paid holidays.  
Interviews Begin: On or before April 18, 2023  
Position Available: July 3, 2023

The Professional Development Coordinator will oversee all professional development efforts of the Wilson Education Service Center. The PD Coordinator will work with PD providers and vendors to secure PD training for schools. The PD Coordinator will work with schools to determine what PD they are needing/ wanting. The PD coordinator will work with the provider on setting up and providing all needed items for the PD session. Work to secure grants to provide PD at little to no costs to our member schools.

### Performance Responsibilities

- Lead and collaborate on training
- Guide, consult, and communicate with schools and PD coordinators
- Participate and provide vision and communication for training
- Manage training processes
- Monitor and report on the progress of trainings
- Work with providers to set up training
- Perform other tasks assigned by the Executive Director

### Job Requirements

- Master's Degree Preferred
- Appropriate Indiana State Teaching Certification
- At least five years of teaching, experience as an instructional coach preferred
- Extensive knowledge of adult learning

**Interested applicants should contact**  
Brent Minton at [bminton@wesc.k12.in.us](mailto:bminton@wesc.k12.in.us)  
Submit a resume with a couple of references.

*Questions? Contact Mr. Minton at 812-256-8000 ext 204*