

Professional Learning Specialist Role

Frequently Asked Questions

[Travel & Expenses](#) | [Salary & Finances](#) | [PLS Growth Opportunities & Support](#) | [Eligibility](#)

Travel & Expenses

How much travel should I expect?	This role includes significant travel by plane and/or car for in person delivery. During our busy season, many of our PLSs travel every week.
Where would I be traveling to for sessions?	All PLSs will have product and regional placements. This region will be your "home base" – meaning, PD Ops will try to schedule most of your sessions in this region – but you may have the opportunity to deliver sessions throughout the country based on business needs.
Will travel be during the week and on the weekends?	Sessions will be held during the week, but there may be travel required on Sat/Sun if you're delivering a session on Fri/Mon (respectively) and have to travel home the next day.
Am I responsible for booking travel, lodging, and maintaining my itinerary?	Yes, all PLS are responsible for booking their own travel, transportation, and lodging.
How do I book my travel arrangements?	<p>Per company policy, we use Concur Travel to book all air travel, rental cars and hotels unless you need to fly with Frontier or Spirit, which aren't offered in Concur due to their poor reliability.</p> <p>While you may be able to see lower fares outside of Concur, that may be because we don't offer the lowest price class tickets due to restrictions with that class. By booking with Concur, your credits will also be managed by Concur Travel should you need to cancel your trip.</p>
What are we responsible for paying for as expenses?	PLSs will need to initially pay for their own travel-related expenses including airfare, transportation, hotel stays, and food. Each week, PLSs are responsible for submitting expense reports.
How does paying for travel work?	PLSs pay for all travel-related expenses up front, then submit a reimbursement to Amplify expenses for approval.
What can we expect in terms of cost for travel, lodging, and transportation for each session?	<p>Travel costs vary by region and availability but generally speaking, you can expect to spend around ~\$500 for round trip airfare, ~\$150 on hotel accommodations, and ~\$50 per day for a rental car.</p> <p>Initially, these costs are paid by the PLS, and PLSs will be reimbursed after they have submitted an expense report following the conclusion of their trip.</p> <p>Prospective PLS should consider expenses when they accept the role and back-to-back SAs that require travel.</p>
How long do reimbursements typically take for travel costs?	There is typically about a 3 week turnaround time for reimbursements.
Can Amplify pay for our travel expenses in advance? It is	Unfortunately not. Per company policy, all contractors – including PLSs – are required to pay for their travel expenses initially. Reimbursement requests must

<p>difficult to pay for everything up front.</p>	<p>be submitted after the completion of the trip, and requests are typically processed by our Accounts Payable team within 3 weeks of receiving the request.</p> <p>We understand this may impact the overall number of sessions you are able to deliver during the summer season and hope discussing this now will give you enough time to plan accordingly.</p>
<p>What percentage of training sessions is virtual/remote?</p>	<p>About 60% of sessions are onsite and 40% of sessions are remote.</p>
<p>Am I required to travel or are there opportunities for remote only work?</p>	<p>Currently, we are only hiring candidates who are willing to do both in person and remote sessions.</p>
<p>How are sessions scheduled and can I choose my dates?</p>	<p>Sessions are scheduled by our PD Operations team. PD Ops considers many factors when scheduling such as location and region as well as PLS availability, certifications, and performance/customer feedback.</p> <p>PLS are responsible for maintaining their Salesforce calendar which allows them to mark days they are unavailable or traveling with the assumption that “open” days are available to schedule.</p>
<p>I have vacation planned already over the summer. Will that be okay for this role?</p>	<p>It depends on the frequency and duration of your vacations.</p> <p>We are looking for people who are consistently available 3-4 days per week during our entire summer season and have maximum availability between July 15th until the end of August 2024.</p>
<p>How much notice will I typically receive before a session?</p>	<p>All sessions should be scheduled at least 10 days in advance, but there are instances where we need sessions covered within 24-48 hours. These are NOT typical requests but can happen if a PLS becomes sick, travel impacts delay a PLS, etc.</p>
<p>What if I am not available to travel to the two day onsites during onboarding?</p>	<p>The onsite is a required part of training. Please apply for the cohort that works best for your schedule.</p>
<p>Where will the onsite be held?</p>	<p>We are finalizing the details and will announce the location as soon as possible.</p>
<p>What does a typical week in the “life of a PLS” look like?</p>	<p>PLS schedules vary by product, regional demand and a PLSs’ availability.</p> <p>As a PLS, you may receive a concentrated number of session requests in late July/early August because of high customer demand for the product and region for which you train.</p> <p>Alternatively, the customer and region you train for may have a steady demand during the months of June to early August.</p> <p>As a PLS, you may decide to accept anywhere between 1-4 sessions a week, with a combination of remote or onsite sessions. If that’s the case, you may find yourself delivering a remote session, traveling that evening to your onsite location, delivering an onsite session the next day and flying home that evening.</p>

Salary & Finances

<p>How much work is guaranteed?</p>	<p>PLS are scheduled on an as-needed basis. There is no guaranteed number of sessions.</p>
<p>What are the compensation rates again?</p>	<p>Onboarding:</p> <ul style="list-style-type: none"> • \$17/hour for onboarding in any new Amplify programs' Launch sessions <p>Session prep:</p> <ul style="list-style-type: none"> • \$25/hour for session preparation and administrative tasks before and following a session • \$25/hour for recertification in Strengthen or Coach sessions <p>Session travel:</p> <ul style="list-style-type: none"> • \$25/hour time traveling from your home to the training location (and vice versa) <p>Session delivery:</p> <ul style="list-style-type: none"> • \$450/day for full-day session delivery • \$50/hour for sessions less than a full day for any new Amplify program.
<p>What are the PLS bonuses again?</p>	<p>After five full-day sessions delivered during our summer season, earn a one-time differentiated bonus:</p> <ul style="list-style-type: none"> • \$250 for Year 1 PLS • \$450 for Year 2 PLS • \$550 for Year 3 PLS • \$650 for Year 4+ PLS <p>After delivering first Spanish or biliteracy session during our summer season:</p> <ul style="list-style-type: none"> • One time bonus of \$450
<p>Can I negotiate my pay?</p>	<p>Amplify sets salaries through a lens of equity, and based on the requisite skills, education, and experience relevant to the role. As such, rates are non-negotiable in order to maintain equity.</p>
<p>What type of equipment will I need to purchase/have for this role?</p>	<p>All contractors – including PLSs – are required to provide their own equipment in order to carry out the responsibilities for their role. For the PLS role, this means that PLSs should plan on having their own:</p> <ul style="list-style-type: none"> • Laptop (Chromebooks/iPads are not sufficient) • HDMI adapter • Clicker • MiFi (optional) <p>Projectors and speakers are usually provided by the school, but some PLSs choose to purchase their own set of speakers (roughly ~\$20) as well.</p>
<p>What happens if the customer cancels after 5 pm the night before the session (local time) OR after the PLS has traveled to the session?</p>	<p>In rare cases, a customer may cancel when a PLS is onsite or already enroute to the location. This is often due to weather or circumstances outside of our control.</p> <p>When this happens, our cancellation policy states that PLSs may bill for travel delivery and prep fees.</p>

PLS Growth Opportunities & Support

<p>What opportunities are there for growth?</p>	<p>Amplify is a growing company and we love to retain and develop our top talent! High-performing PLS are offered the opportunity to obtain additional certifications after the RFS season for strengthening and coaching sessions for their assigned product. Additionally, PLS are encouraged to become cross-trained in multiple products within one suite to gain a deeper understanding and to best support our customers.</p>
<p>Will Amplify offer ongoing internal training?</p>	<p>Opportunities are available for PLSs to continue to grow in their position with additional certifications in their product area and/or cross training opportunities.</p> <p>On-going coaching will occur with a PLSs' assigned Lead PLS.</p>
<p>What will coaching look like? How will I be supported?</p>	<p>Our regional leaders are currently in the process of strengthening our vision for PLS coaching in RFS24. At baseline, you can expect:</p> <ul style="list-style-type: none"> ● To be observed virtually by your Lead PLS ● To receive feedback on your PD delivery ● To engage in prioritized coaching routines with your Lead PLS based on customer feedback/your NPS, such as co-planning, seeing your Lead PLS model select slides, engaging in live rehearsals of select slides, etc. ● To have a direct avenue for support from your Lead PLS around program or PD delivery questions
<p>Do I have to participate in coaching?</p>	<p>It is important to us that all Amplify PLSs have a strong growth mindset about their own professional learning, similar to what we would want to see in the educators participating in your PD sessions. To us, a strong growth mindset means being receptive to feedback and jumping at new opportunities to collaborate and learn from others.</p> <p>To that end - we would expect all Amplify PLSs to "lean in" if a Lead PLS has requested you engage in a coaching routine in order to strengthen your program knowledge and/or PD delivery. These requests should be reasonable and feasible throughout the week given your professional and personal demands – but if you are feeling like it is not, we encourage you to engage in a conversation with your Lead PLS so they can work with you.</p>
<p>Can I stay on as a PLS year-round?</p>	<p>Toward the end of RFS24 season, PLS in good standing based on performance, professionalism and customer satisfaction are offered the opportunity to stay on as a contractor year-round and potentially obtain additional product certifications.</p> <p>Year-round is not the same as a full-time employee and sessions are scheduled on an as-need basis and cannot be guaranteed throughout the year.</p>
<p>Will there be opportunities for full time work?</p>	<p>Although the PLS role is not full-time, we encourage our PLSs to apply for any roles that interest them and match their qualifications. Amplify is a growing organization and is often hiring for other full time roles.</p>
<p>Can you share more about the Lead PLS role?</p>	<p>Lead PLSs coach and support 15-20 contract PLS during peak season. This number may vary depending on the volume of sessions being requested</p> <p>Lead PLS can expect to deliver PD around 80% of the time and coach other PLS 20% of the time (this too may vary during peak months).</p>

<p>What other ways can I be engaged at Amplify?</p>	<p>Many of our contractor PLSs take part in these optional events to stay connected to our broader Amplify community.</p> <p>Bi-weekly Town Hall Meetings - In our regular town halls, Amplify's leadership team provides updates on our business health, product development, and experience with our customers, highlighting the work of the many great teams and individuals within Amplify. We also introduce our community to experts and thought leaders who inform and animate our products and invite educators to share their experience and how we can better meet their needs.</p> <p>Employee Resource Groups (ERGS) - Employee Resource Groups (ERGs) are affinity groups that are formally established within Amplify, with support from Amplify's Human Resources team, Amplify's leadership and an executive sponsor who commits to supporting, mentoring and guiding the ERG and its leaders. As such, ERGs have a charter, goals, organizational structure and budget approved by Amplify and operate in support of Amplify's purpose and business goals. For example, ERG leaders serve on Amplify's DEI council, serving as liaisons to enabling ERG members to lend their voices to Amplify's DEI strategy and goals.</p> <ul style="list-style-type: none"> • What ERGs exist at Amplify? <ul style="list-style-type: none"> ○ Noir@Amplify (African American & Black) #noir ○ MiGente@Amplify (Latinx) #migente ○ Pride@Amplify (LGBTQ+) #pride ○ She@Amplify (Women) #she ○ Justice@Amplify (Social Justice Action Group) #justice ○ TheTree@Amplify (a place to learn about and celebrate religious traditions and celebrations around the world) #the-tree ○ Apiary@Amplify (Asian & Pacific Islanders) #apiary
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Eligibility

<p>Can I apply for the PLS role if I am a current Amplify employee and would like to take on an additional role?</p>	<p>Full-time and part-time Amplify employees are ineligible for the role as taking on an additional PLS role conflicts with our current Moonlighting/Ethics policy.</p> <p>Part-time Amplify contractors are eligible for the role as long as work is kept under 40 hours total each week. If you are a part-time contractor interested in more hours, schedule a discussion with your current manager to explore how prospective PLS responsibilities may impact your current assignment.</p>
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