



## PROFESSIONAL DEVELOPMENT SPECIALIST

### **Purpose Statement**

The job of the Professional Development Specialist was established for the purpose(s) of assisting the Executive Director of TLA & Professional Development with duties related to both professional learning and federal programs; coordinating and managing professional learning activities; conducting needs assessments and evaluation of professional development activities; coordinating the school improvement planning process for our building leaders; and providing recommendations for quality sustained professional learning.

This job reports to the Executive Director of TLA and Professional Development

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### **Essential Functions**

- Analyzes student and program related data for the purpose of providing information related to student achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
- Collaborates with a variety of parties (e.g. employees, parents, administrators, textbook vendors, outside agencies, etc.) for the purpose of ensuring that assigned activities meet student, program and District objectives in an effective and timely manner.
- Creates needs assessments for the purpose of ensuring that District professional development needs are met.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, copyrights, State and local reporting, etc.) for the purpose of documenting activities, providing written reference, and complying with mandated requirements.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in developing and monitoring educational strategies guidelines and standards (e.g. content, relevance, effectiveness, etc.) for the purpose of enhancing student achievement and meeting District, State, and Federal student achievement standards.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of documents in both manual and electronic formats (e.g. model lessons, recommendations, lesson plans, reports, instructions, memos, etc.) for the purpose of assisting in programming, documenting activities, providing written reference and/or conveying information.
- Represents the District in working with external parties (e.g. stakeholders, partnerships, grantors, etc.) for the purpose of promoting positive relations and enhancing related educational services.
- Researches emerging, new and/or revised professional learning processes, strategies and materials for the purpose of making recommendations and assisting with the design and implementation in order to meet the District plan.
- Supports teachers individually and/or in small groups for the purpose of enhancing their understanding and application of educational and curriculum plans, strategies and materials.
- Assists the Executive Director of TLA and Professional Development in managing the ESEA federal programs to ensure compliance and meet state mandates.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.



# Williamson County Schools

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## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: reading, analyzing and interpreting data; operating standard office equipment using pertinent software applications including web page editing programs; preparing and maintaining accurate records; planning and managing projects; strong writing ability; instructional design skills; and problem solving.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: effective use of technology materials related to curriculum; methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software; current and emerging technology; and curriculum and instructional methods.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: decision making; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 520% standing.

- EXPERIENCE:** Job related experience with increasing levels of responsibility is preferred.
- EDUCATION:** Minimum of a Master's Degree in related field preferred.
- EQUIVALENCY:** None Specified



### **REQUIRED TESTING:**

### **CERTIFICATES & LICENSES:**

### **FLSA STATUS:**

Teacher's Certification and/or License

Exempt

### **CONTINUING EDUCATION / TRAINING:**

### **CLEARANCES:**

### **SALARY GRADE:**

Maintain Licensure

Criminal Justice Fingerprint/Background Clearance

Certified