



EXECUTIVE DIRECTOR OF TLA & PROFESSIONAL DEVELOPMENT

Purpose Statement

The job of the Executive Director of TLA & Professional Development was established for the purpose(s) of coordinating a professional development program and related activities; providing information to others; implementing and maintaining services within established guidelines and standards; and providing supervision and assistance to all TLA staff.

This job reports to the Assistant Superintendent of Teaching, Learning, & Assessment.

Essential Functions

- Coordinates with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.
- Designs services (e.g. data management, fiscal responsibility, department forecasting, etc.) for the purpose of implementing professional development program activities that address identified training needs.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors professional development services (e.g. consultant's course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Provides guidance to the Curriculum Director, Student Support Services Director, and Specialists to convey information, ensure compliance with requirements are being established, and determine training needs.
- Assists the Assistant Superintendent of TLA in budget preparation and planning to ensure budget allocations are accurate, expenses are within budget limits, and fiscal practices are followed.
- Oversees the Tennessee Department of Education district and school planning requirements to ensure compliance and meet state mandates.
- Oversees federal programs for the district to track compliance requirements, reporting of information, and track the conveying and/or receiving of information.



Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily performs the functions of the job include: operating standard office equipment using pertinent software applications; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; effective listening; facilitating meetings; guiding others; instructional techniques; problem solving; record keeping; and training.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages and/or ratios; 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: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; conflict resolutions; knowledge of specific codes, laws, regulations, and policies; age appropriate behaviors; curriculum and instructional methods; and treatment modalities and assessment.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined 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 job-related equipment. Independent 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 limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating, and organizing tasks; and managing multiple projects.

Responsibility

Responsibilities include: Working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and monitoring budget expenditures.

Working Environment

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing.

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



REQUIRED TESTING:

CERTIFICATES & LICENSES:

FLSA STATUS:

Valid Teachers Certification and/or License
Administrative Certification

Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:

SALARY GRADE:

Minimum 5 years' classroom experience

Criminal Justice Fingerprint/Background Clearance

Professional