PROFESSIONAL DEVELOPMENT DIRECTOR

Purpose Statement
The job of Professional Development Coordinator was established for the purpose/s of coordinating a professional development program and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job reports to Teaching, Learning & Assessment Assistant Superintendent

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 (e.g. reports, memos, letters, thank-you notes, refunds, name tags, sign-in sheets, class lists, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Processes documents and materials (e.g. refunds, receipts, purchase orders, credit card charges, registration forms, etc.) 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 that meet staff training needs.

• Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

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 perform the functions of the job include: operating standard office equipment including 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, percents, 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 resolution; codes/laws/rules/regulations/policies; age appropriate activities/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. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require 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. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing None Specified

Certificates & Licenses Teachers Certification & 5 years Classroom experience
Administrative Certification

Continuing Educ. / Training None Specified

Clearances Criminal Justice Fingerprint/Background Clearance

FLSA Status Exempt

Approval Date

Salary Grade