



CLASSIFIED PROFESSIONAL DEVELOPMENT COORDINATOR

Classification: Professional-Technical Level 1

Location: District Office

Report to: Human Resources Director

FLSA: Non- Exempt

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Position is responsible for developing, coordinating, presenting & tracking classified professional development programs and sessions to facilitate the achievement of organizational goals. Position consults with administrators regarding the design of staff development programs; develops training materials; presents trainings, coaches employees; and assesses the impact of training sessions. Position works a flexible schedule to include some evening and weekend hours.

Part II: Supervision and Controls over the Work

Serves under the direction and guidance of the district's human resources director. Is held responsible for carrying out assigned tasks and areas of responsibility. Work is guided by and must be in compliance with policy direction of the school board, compliance with state and local requirements, and collective bargaining agreements.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Consults and collaborates with administrators and district professional development team to determine current and anticipated professional development needs.
2. Acts as a district representative on councils and committees and is a member of the district professional development council.
3. Designs and presents staff development sessions to different employee groups.
4. Develops training outlines and timelines for classified professional development.
5. Selects or develops appropriate training materials such as handouts, training handbooks, demonstration models, multimedia visual aids, and reference works.



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6. Monitors, tracks and coordinates state paraeducator requirements, and other state mandated requirements for classified staff.
7. Schedules training sessions, develops registration procedures, ensures that the facility is setup, ensures that employees are notified, and coordinates other practical elements involved with planning professional development activities.
8. Coaches and supports employees with developing their skills and improving job performance.
9. Assesses the success of each training session, studies follow-up evaluations, prepares related reports, and recommends improvements.
10. Serves as a resource to administrators and other staff to identify and access classified professional training opportunities.
11. Keeps abreast of developments and research in the field of professional development, instructional best practices, and organizational development.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree or equivalent in, business, education, public administration, and/or other related fields.
3. Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
4. Excellent organizational skills with the ability to manage logistical details.
5. Strong oral and written communication skills and knowledge and skill in proper use of English grammar, spelling, and syntax.
6. Ability to work both independently and cooperatively, exercise judgment, strong interpersonal skills, and skill to organize work.
7. Knowledge and skill in the effective use and application of office technology, internet technology, and data base systems. Ability to accurately keyboard at 60 words per minute or more.
8. Ability to accurately gather, compile, and present data in usable and reliable formats.



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Part V: Desired Qualifications

1. Bachelor's degree or equivalent in, business, education, public administration, and/or other related fields.
2. Bilingual skills in a common language to the district and community.
3. Experience in K-12 educational settings with an emphasis in continuing education and professional development.
4. Experience facilitating professional development mentoring programs.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak.

Employee is required to perform extensive work at a computer display terminal for extended periods of time. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.