

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### DIRECTOR -- PROFESSIONAL DEVELOPMENT

#### JOB DESCRIPTION

<b>JOB CODE:</b>	640180	<b>BARGAINING UNIT ELIGIBILITY:</b>	No
<b>FLSA:</b>	Exempt	<b>PAY GRADE:</b>	5
<b>CONTRACT CODE:</b>	04	<b>SALARY SCHEDULE:</b>	Administrative

#### QUALIFICATIONS:

- (1) Masters Degree from an approved accredited educational institution;
- (2) Certificate in Administration and Supervision or Educational Leadership; and
- (3) Minimum of five (5) years successful experience in education.
- (4) Minimum of three (3) years as a school-based administrator, preferred.
- (5) Eligibility for School Principal Certification, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to maintain effective working relationships with colleagues, agencies, school administration, teachers, and students. Knowledge of research, current trends and best practices in staff development, effective teaching, clinical supervision, and performance appraisal. Knowledge of statutes, policies and rules related to assigned programs. Ability to communicate effectively orally and in writing. Ability to make presentations to a variety of audiences.

#### REPORTS TO:

Director, Executive – Curriculum and School Improvement

#### JOB GOAL

To plan, direct and manage the District Staff Development programs.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Plan and deliver staff development workshops.
- \* (2) Supervise training activities of curriculum resource specialists in reading, language arts, mathematics, science and technology.
- \* (3) Establish goals and objectives for the Staff Development Department in compliance with Federal and State regulations and School Board Policies.
- \* (4) Conduct and supervise all activities related to Staff Development in compliance with State and local regulations.
- \* (5) Develop and implement a Master Inservice plan consistent with State Board regulations.
- \* (6) Plan, organize and implement inservice projects and training.
- \* (7) Interpret and communicate information regarding staff development.
- \* (8) Serve as liaison between the District and colleges, universities, State Department of Education, and appropriate professional organizations concerning issues relative to Human Resource Development.
- \* (9) Conduct annual on-going needs assessment and analyze data for development of future programs.

**DIRECTOR -- PROFESSIONAL DEVELOPMENT (Continued)**

- \* (10) Administer State mandated programs including, but not limited to: the Teacher Induction Program, Summer Inservice Institute, Alternate Certification and Principal Certification Program, and Administrative Pool.
- \* (11) Prepare such reports, plans and/or documents as may be requested or required.
- \* (12) Evaluate programs conducted for the Staff Development Department and communicate effectively with administrators and departments to determine needs. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions. Keep supervisor informed of potential problems or unusual events.
- \* (13) Maintain records of programs which are the responsibility of the Staff Development Department as well as inservice points earned by personnel.
- \* (14) Interview, screen, and recommend the employment of personnel assigned to the Staff Development Department; supervises and evaluate personnel assigned and demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- \* (15) Assist in the preparation and administration of the program budget.
- \* (16) Be knowledgeable of and adhere to Board policies and participate in the development of policies and procedures.
- \* (17) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
  - (a) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
  - (b) Attend meetings and conferences to promote professional growth and benefit the District.
  - (c) Maintain expertise in assigned areas to fulfill project goals and objectives.
  - (d) Model and maintain high ethical standards.
  - (e) Adhere to applicable safety standards.
  - (f) Follow attendance, punctuality and proper dress rules.
  - (g) Maintain confidentiality regarding school/workplace matters.
  - (h) Respond to inquiries and concerns in a timely manner.
- \* (18) Develop appropriate Board agenda items pertaining to areas of responsibility.
- \* (19) Serve on district, state, or community councils or committees as assigned or appropriate.
- (20) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Addendum No. 11**

Adopted: 5/19/15

Revised: 9/12/18 (Superintendent)