

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

SUPERVISOR I – PROFESSIONAL DEVELOPMENT

JOB DESCRIPTION

JOB CODE:	640190	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	09
CONTRACT CODE:	04	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum of five (5) years successful administrative training or teaching experience.
- (3) Certification in Florida Certification in Educational Leadership or Administration/ Supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

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 maintain effective working relationships with colleagues, agencies, school administration, and teachers. Ability to communicate effectively orally and in writing. Ability to make presentations to a variety of audiences.

REPORTS TO:

Director – Professional Development

JOB GOAL

To provide effectively leadership in the planning and supervision of various staff development programs in the district.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Oversee and facilitate district inservice trainings.
- *(2) Monitor the Staff Development programs and processes.
- *(3) Conduct HRMD Administrative Pool and Screening Selection Process, as well as preparing the new principal's program under the HRMD Plan.
- *(4) Serve on HRMD Council.
- *(5) Monitor and coordinate the National Board Certification Training and Mentoring program.
- *(6) Train school-based contacts in school budget funds and teacher inservice points procedure (CREATE Contacts).
- *(7) Monitor, coordinate and facilitate the District's Professional Development Council (CREATE Council).
- *(8) Coordinate, monitor and facilitate the Alachua County Induction Program.

SUPERVISOR I -- PROFESSIONAL DEVELOPMENT (Continued)

- * (9) Serve as liaison between the University of Florida and the School Board for field placement, intern and practicum programs.
- * (10) Serve on Appraisal Committees.
- * (11) Plan and develop, district alternative education program and train participants in the alternative education program.
- * (12) Coordinate Staff Development resources and training to support the educational programs of schools and district staff.
- * (13) Monitor and coordinate CRISS training and council meetings.
- * (14) Assure that all Staff Development functions are in compliance with current DOE statutes, regulations, rules and reports.
- * (15) Support District Technology inservice initiatives.
- * (16) Supervise and prepare Staff Development budgets including state categorical funds, grant and SBAC allocated project funds.
- * (17) Supervise timely updating of the Master Inservice Plan, HRMD Plan, and Teacher Professional Development Plan.
- * (18) Provide Staff Development personnel with current training, materials and support to assure productivity.
- * (19) Work closely with district and school staffs to support school improvement initiatives and processes.
- * (20) Keep informed and disseminate information about current research, trends, best practices in areas of responsibility.
- * (21) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff facilitate task accomplishment.
- * (22) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (24) Be knowledgeable of and adhere to Board policies.
- * (25) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (26) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (27) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (28) Monitor district compliance with applicable codes, rules and statutes.
- * (29) 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.
- * (30) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (31) Attend meetings and conferences to promote professional growth and benefit the District.
- * (32) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (33) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (34) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (35) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.

SUPERVISOR I -- PROFESSIONAL DEVELOPMENT (Continued)

- *(36) Respond to inquiries and concerns in a timely manner.
- *(37) Model and maintain high ethical standards.
- *(38) Adhere to applicable safety standards.
- *(39) Follow attendance, punctuality and proper dress rules.
- *(40) Maintain confidentiality regarding school/workplace matters.
- *(41) Serve on school/district committees as required or appropriate.
- (42) 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: 7/20/10

Revised: 8/18/15