**Coordinator of Professional Development and Continuous Improvement**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Instructional Services

**Dept/Campus:** Instructional Services  **Paygrade:** P-4

**Wage/Hour Status:** Exempt **Date Revised:** January 2015

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Responsible for the planning, implementation, and operation of comprehensive professional development. Work involves coordinating the involvement of faculty and staff in planning, implementing, and evaluating professional development. Provide leadership in collaborative processes for planning and continuous improvement.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree (Master’s preferred) in information technology or curriculum and instruction with an emphasis in technology

**Special Knowledge/Skills:**

Strong organizational, communication, and interpersonal skills

Ability to maintain a calm and patient demeanor with faculty and staff

Ability to maintain budgets and cost analysis

Strong focus on customer service

Broad knowledge of computer hardware/software applications

Knowledge of technologies available for use in instructional settings

Demonstrated success as a trainer/teacher of instructional technology tools

**Experience:**

Two or more years experience in leadership role with curriculum and instruction

Three years working with computer hardware and instructional software applications, preferable in an educational setting

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Coordinate the planning, development and implementation of professional development.
2. Involve faculty and staff in delivery of professional development services.
3. Create and implement effective strategies and practices to ensure successful implementation of professional development.
4. Identify key products, training and quality issues.
5. Provide customer service to faculty and staff regarding their professional development status to ensure successful implementation.
6. Work positively with others to support and expand collaborative endeavors.
7. Contribute to cooperative planning efforts to achieve District professional development goals.
8. Arrange facility and equipment use for workshops.
9. Maintain professional development records for faculty and staff and inform campus administrators of campus professional development participation.
10. Compile, maintain and file all reports, records and other documents required.
11. Evaluate the performance of contracted workshop presenters to ensure effectiveness.
12. Serve as a resource for faculty and staff for seeking to expand professional growth.
13. Assist campus administrators in providing quality professional development for specific campus needs.
14. Assist in providing professional development that will meet district curriculum and instructional goals.
15. Develop professional development options and improvement plans to ensure best operation of program.

16. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of professional development and campus and district planning.

17. Manage assigned grants.

18. Develop training options and improvement plans as needed for personnel to ensure best operation of programs.

19. Provide leadership in collaborative processes to develop district wide improvement and intervention plans with staff, parents, and community members.

20. Assist campuses and principals in the development of campus improvement plans and needs assessment processes for continuous improvement.

21. Facilitate the analysis of data, programs and systems for the purpose of continuous improvement.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date