

# Sweetwater Union High School District

## DIRECTOR OF PROFESSIONAL DEVELOPMENT

### Purpose Statement

The job of Director of Professional Development is done for the purpose/s of designing, planning, implementing and maintaining a program of professional development for District personnel that conforms to district and state objectives; monitoring the effectiveness of professional development; serving as a resource to other school personnel; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

### Essential Functions

- Designs and directs a wide variety of professional development services, development programs, promotional materials, and enrollment and tracking methodologies for the purpose of implementing professional development program activities that address training needs of the District.
- Develops long and short range plans/programs (e.g. Needs Assessments, District Plan, LEA Plan, School Plans for Professional Development, BTSA, etc.) for the purpose of ensuring that district objectives are realized.
- Administers special instructional professional development programs for the purpose of improving teacher quality.
- Administers the Beginning Teacher Support Program.
- Monitors professional development (e.g. consultants, course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Participates (as a presenter or attendee) in a wide variety of meetings that involve a range of issues related to professional development, school improvement (e.g. regulatory requirements, actions involving outside agencies, program development; inter-district needs, etc.) for the purpose of conveying and gathering information; evaluating topics/materials, identifying appropriate actions, and/or developing recommendations.
- Monitors fund balances of assigned programs and related financial activity (e.g. Department, Title II, Grants, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Collaborates with a variety of internal and external sources (e.g. district personnel, other district personnel, community organizations, government agencies, etc.) .
- Compiles data from a wide variety of sources (e.g. staff, public agencies, government reports, trade periodicals, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and monitoring program components.
- Responds to a wide variety of inquiries from staff, district personnel, other professional organizations, etc. for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Researches a variety of topics (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Performs departmental administrative functions (e.g. hiring, counseling, training, supervising, evaluating, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.

- Provides direction for professional development programs for all District certificated employees for the purpose of enhancing employee success.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; and evaluating and assessing program successes.

KNOWLEDGE is required to oversee departmental budget; 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 required to satisfactorily perform the functions of the job includes: pertinent laws, codes, policies, and/or regulations; adult learning theory, curriculum and instruction materials; and program assessment and reporting methodologies.

ABILITY is required to organize a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized 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 a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; working independently under time constraints to meet deadlines and schedules; setting priorities; working with multiple projects; dealing with frequent interruptions and changing work priorities; maintaining accurate records; and maintaining confidentiality.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Utilization of significant resources from other work units is routinely 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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Education/Experience**

Master's degree from an accredited college or university with major course work in education. Three years of successful secondary teaching experience and three years of professional experience related to the planning and implementation of staff development activities.

**Required Testing**

None Specified

**Certificates & Licenses**

California Teaching Credential  
California Administrative Services Credential

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-Placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background  
Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

*Management Job Description*

*Adopted by BOT 5/7/12*