

DIRECTOR OF PROFESSIONAL GROWTH

Purpose Statement

The job of Director of Professional Growth is done for the purpose/s of providing leadership and strategic direction for all professional learning; coordinates and monitors professional learning; builds the capacity of staff, educators and school leaders by providing high quality and differentiated professional learning resources and supports so that every student graduates prepared for success.

Essential Functions

- Support Assistant Superintendent of Leadership Development and Systems Innovation establish strategic goals for the professional learning of district staff; aligns staff and financial resources, builds culture, and drives performance to ensure goals are achieved.
- Support Assistant Superintendent of Leadership Development and Systems Innovation in planning, directing, controlling and overseeing all aspects of the professional development programs for the District; helps implement the professional development programs for certificated and classified staff.
- Monitor and maintain electronic data sources of all professional learning, including manager, teacher, counselor, and classified professional development; distributes and evaluation of professional development to ensure that quality and impact of learning adhere to guidelines for delivering effective adult learning and are aligned to district goals and priorities.
- Supports the development and implementation of the Professional Learning Strategic Plan, in conjunction with other staff, to support educator effectiveness and student achievement in all grades and content areas.
- Encourage cross-functional collaboration by communicating effectively and sharing knowledge and expertise with various district departments.
- Communicates and collaborates effectively with other district departments, as well as other divisions providing professional learning, so that educators receive professional learning that is coherent, aligned to district goals, and informed by research-based practices regarding the needs of adult learners.
- Acts as a resource to other staff regarding best practices of adult learning; lead the development of protocols, guidelines, evaluation tools, and other resources to support high-quality professional learning across the district.
- Remains knowledgeable and up-to-date on research and best practices regarding professional development and systems innovation, implementation of standards, adult learning evaluation systems, and use of data to identify professional learning needs and monitor quality and impact of professional learning experiences.
- Provides support to the Superintendent and Assistant Superintendents; acts as a resource regarding evaluation systems.
- Develops and leads instructional professional growth programs for the purpose of improving self-identified, differentiated experiences for both certificated and classified staff.

- Assists in all aspects of the leadership program to ensure high quality delivery and achievement of objectives; designs, develops, and creates training materials and planning activities necessary to meet program objectives.
- Works with various staff to design and direct a wide variety of professional development services for certificated and classified personnel, develop instructional programs, promotional materials, and enrollment and tracking methodologies for the purpose of implementing professional growth program activities that address training needs of the District.
- Researches a variety of topics (e.g. courses, materials, training, consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- 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.
- Supports Assistant Superintendent of Leadership Development and Systems Innovation to prepare a wide variety of 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 personnel functions (e.g. interviewing, evaluating, training, supervising, etc.) for the purpose of maintain adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

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, highly complex, 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: leadership; developing effective working relationships; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and conveying policies and procedures.

KNOWLEDGE is required to compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; adult learning theory, curriculum and instructional materials, concepts of grammar and punctuation; program assessment and reporting methodologies, employer-employee relations; contract administration; pertinent federal, state and local laws, codes and regulations; applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities; programs and issues that affect district schools; public education systems and county and community resources and agencies; programs and issues that affect district schools; effective staff development programs; standard business practices; basic budgeting; and contract administration and communications systems.

ABILITY is required to organize a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstance; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze 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; adapting to changing working priorities; communicating with divers groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; 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 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 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Physical Requirements

Hearing and speaking to exchange information and make presentations; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Education/Experience

A master's degree in educational leadership or related to the field of professional development is required. A minimum of three years, within the last five years, of experience in school district administration or in organizations related to education (i.e. institutions of higher learning). Five years of experience in leadership (non-management) roles at a school site and/or central office will be considered.

Required Testing

None Specified

Certificates Required

California Teaching or Counseling Credential
California Administrative Services Credential/ or
Certification of Eligibility for Administrative Credential
Valid California Driver's License

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 age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." *SUHSD Board Policy 0410*

Management Job Description
Adopted by BOT 07/27/15

Salary Range 3