

FLSA: EXEMPT

DIRECTOR OF PROFESSIONAL DEVELOPMENT

DEFINITION:

Plan, implement and support the implementation of the professional development for employees. Conducts needs assessment as appropriate.

REPORTS TO: Assistant Superintendent for Curriculum Instruction and Student Achievement.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

SPECIFIC DUTIES AND/OR RESPONSIBILITIES:

Works with administrators, teachers and support staff to develop a long-range staff development plan for the Sunnyside Unified School District.

Works directly with Human Resources for HQ status of certified employees.

Works with Assistant Superintendent for Curriculum Instruction and Student Achievement to establish a District-wide staff development calendar

Prepares and monitors the Title IIA Staff Development budget.

Serves as a resource to staff regarding research in effective teaching and leadership.

Conducts needs assessment, analyzes data, and recommends staff development programs to the Superintendent.

Coordinates the August back-to-school events including New Teacher Orientation and Teacher Training Institute.

Coordinates the publications of Staff Development catalogues.

Evaluates Staff Development Program.

Facilitates staff development for the implementation of new teacher orientation program and instrument.

Facilitates NSDC/State Survey.

Assists with school improvement under Arizona LEARNS and NCLB.

Provides follow-up to staff development training and activities.

Collaborates with District team to plan out series and topics for the New Teacher Induction.

Serve on ADE 2141 Committee.

Coordinates with Colleges and Universities to arrange presentations and trainings.

Coordinates activities and collaboration for ASU, PDS, and ITeach grant.

Attends National Staff Development Conference.

Verifies and maintains records for staff recertification credits. Issues certificates.

Maintains and updates in the Arizona Local Education Agency Tracker (ALEAT) all expenditures of Title IIA activities.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

The candidate, at a minimum, must have the following experience:

Experience in public school setting.

Experience in program planning and implementation or any equivalent combination of training, education or experience.

Experience working with diverse populations.

Demonstrates ability to supervise.

Ability to recognize and determine route for obtaining HQ status of certified employees.

Bilingual preferred.

SUPERVISION:

Supervises District and Building Instructional Coaches.

PHYSICAL REQUIREMENTS:

Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

EDUCATIONAL/PROFESSIONAL PREPARATION: Minimally, a Master's Degree in Education or related field
Arizona Administrative Certificate.