



**Job Title:** Director of Professional Development

**Reports to:** Executive Director

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**Qualifications:**

**Education/Certification:**

Master's degree, preferably in Education, from accredited college or university  
A minimum of 12 graduate hours in administration/leadership, with an allowance for experience in administration  
Valid Driver's License

**Special Knowledge/Skills**

Thorough understanding of independent school operations and staff development  
Strong organizational, communication, and interpersonal skills  
Proficiency in use of the computer and other related technology  
Knowledge of Microsoft Office, Google, Excel, PowerPoint, Webinar Software, Zoom, App Software  
Knowledge of independent lower, middle school, and upper school education  
Ability to interpret policy, procedures, and data  
Ability to formulate and manage budgets  
Ability to market and create marketing materials  
Ability to write with proficiency

**Major Responsibilities and Duties**

Program Planning

1. Oversee the coordination of professional development and events for the association, including the Annual Convention and other workshops and retreats which support the mission of the association.
2. Work with hotels/schools on event management.
3. Engage in the planning and the presentation of annual convention and professional development programs.
4. Create marketing materials for each event.
5. Create a budget for each event that will not only cover the costs of the event, but will also cover the administrative and clerical costs of the event incurred by the FCIS association.
6. Provide timely communication between all parties involved in the convention and professional events.
7. Maintain a comprehensive calendar of association events.
8. Keep the entire FCIS school community informed of various school programs and activities.

9. Proactively problem-solve.
10. Support the association and its leadership in furthering the mission of FCIS.

### **Policy, Reports, and Law**

1. Implement the policies established by federal law, state law, and the FCIS Board of Directors.
2. Compile, maintain, file, and present all physical and computerized reports, records, and other documents.

### **Budget and Inventory**

1. Work with FCIS Executive Director to create a budget for each event.
2. Administer the budget and ensure that programs are cost effective and funds are managed prudently.
3. Initiate contracts in accordance with budgetary limitations and FCIS policies.

### **Community Relations**

1. Articulate FCIS's mission and goals in the area of professional development in realizing mission.
2. Work closely with Executive Director to oversee the network of independent schools and their constituents.
3. Demonstrate awareness of independent school needs and initiate activities to meet those needs.

### **Professional Growth and Development**

1. Continue to develop needed professional skills appropriate to job assignment.
2. Demonstrate behavior that is professional, ethical, and responsible, and serve as a role model for all FCIS staff and schools.
3. Attend staff meetings and professional conferences and other functions as required by job assignment.

### **Other**

1. Perform other duties as assigned by the Executive Director.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Occasional travel. Frequent prolonged and irregular hours; standing, bending, stooping, climbing, walking and using hands. Must occasionally lift and/or move up to 25 pounds. Exposure to a variety of weather conditions. Employee is required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Maintain emotional control under stress and maintain positive attitude when dealing with other employees, schools, contacts, and customers. Use available resources to define issues and solve problems.

FCIS is an equal opportunity employer. All applicants are considered for all positions without regard to age, race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

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