Director, North County Professional Development

Purpose Statement
The job of Director, North County Professional Development, is done for the purpose/s of directing professional development programs and services for the North County Professional Development Federation (NCPDF) school districts and higher education partners; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

Essential Functions
- Analyzes districts' staff development needs for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently address needs.
- Collaborates with internal and external personnel (e.g. other administrators (superintendents, assistant superintendents, Deans, Vice presidents, directors and executive directors, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates with school district personnel (e.g. district and building administrators, a variety of committees, SDCOE departments, etc.) for the purpose of serving as a liaison and resource, identifying and/or coordinating professional learning services within the school districts.
- Designs services (e.g. training, programs, materials, etc.) for the purpose of implementing professional learning program activities that address training needs of the school districts.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. consortium activities, policies, and procedures, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Manages a variety of professional learning programs (e.g. professional development for a culture of collaboration, equal access and participation among all the federation partners, etc.) for the purpose of ensuring professional learning objectives are achieved in the most efficient and timely manner.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. NCODF, SDCOE, outside consultants, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Monitors professional development services (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 in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
• Performs personnel functions (e.g. interviewing, evaluating, supervising, of the administrative assistants, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

• 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.

• Researches a variety of topics (e.g. courses, materials, training consultants, etc.) for the purpose of meeting districts' professional learning needs by developing new programs and services.

• Responds to a wide variety of inquiries of staff, school districts personnel, other professional organizations, etc. (e.g. SDCOE, CSUSM and community colleges, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

**Other Functions**

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies 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; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; program evaluation and assessment techniques; and grant development; analyzing budgets; analyzing data; applying curriculum and instructional techniques; classifying data and/or information; comparing results; facilitating meetings; planning agendas/meetings.

KNOWLEDGE is required to perform algebra and/or geometry; 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 based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices, adult learning theory, approved curriculum and instruction materials; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; grammar, spelling and punctuation; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; stages of child development.

ABILITY is required to schedule 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 circumstances; work with data utilizing defined but different 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 job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing...
work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; communicating with diverse groups; working as part of a team.

**Responsibility**
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; supervising the use of funds. Utilization of resources from other work units is often required to perform the job’s functions. There is some 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, and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

<table>
<thead>
<tr>
<th>Required Testing</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administrators Credential</td>
</tr>
<tr>
<td></td>
<td>Valid Driver’s License &amp; Evidence of Insurability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuing Educ./Training</th>
<th>Clearances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
</tr>
<tr>
<td></td>
<td>Proof of physical examination including TB Screen</td>
</tr>
</tbody>
</table>

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 50

**SLT Approval Date:** October 11, 2016