

**SCHOOL DISTRICT OF FLAGLER COUNTY  
JOB DESCRIPTION**

**DIRECTOR OF STAFF DEVELOPMENT AND INSTRUCTION PROGRAMS**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
- (3) Five (5) years experience in education.
- (4) Training and/or experience in staff development instructional design preferred.
- (5) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal and state laws regarding personnel services. Knowledge of the Florida Administrative Code. Knowledge of Florida funding and budgeting. Ability to communicate orally and in writing. Ability to use high-level interpersonal skills to maintain effective relationships. Ability to plan, supervise, organize, schedule and solve problems. Ability to make presentations to a wide variety of audiences.

**REPORTS TO:**

Executive Director of Teaching & Learning

**JOB GOAL**

To provide a comprehensive, high quality staff development program to ensure the district will realize maximum value from instructional and non-instructional employees through training, evaluation and other developmental activities; and to assist in the development, implementation evaluation of instructional programs.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Direct and coordinate the planning, implementation and evaluation of the staff development program.
- \*(2) Direct and manage all staff development activities, including the district's management training program.
- \*(3) Oversee the development and maintenance of a master calendar for all professional development activities throughout the district.
- \*(4) Oversee the maintenance of staff development records.
- \*(5) Develop and implement student progression plans for K-12.
- \*(6) Coordinate the development of the Master Inservice Plan.
- \*(7) Develop programs to meet identified training needs.
- \*(8) Assist with the coordination of district efforts to ensure that teachers, administrators, and para professionals meet the highly qualified requirements.
- \*(9) Coordinate the EEL (English Language Learners) and ESOL (English for Speakers of other Languages) programs and maintain records.
- \*(10) Coordinate the activities of the Professional Development Strategic Planning Committee.
- \*(11) Coordinate the district's professional orientation program and early career programs.

- \*(12) Coordinate programs for future and current administrators and Cecil Golden Principal Leadership program.
- \*(13) Develop appropriate manuals as needed to implement School Board policies, state statutes, and State Board of Education rules.
- \*(14) Prepare and present oral and written reports to the public and the school district.
- \*(15) Direct the planning, implementation and evaluation of the district's staff development program.
- \*(16) Develop and monitor appropriate grants and budgets.

#### **Inter/Intra-Agency Communication and Delivery**

- \*(17) Coordinate legislative implementation.
- \*(18) Serve as the district liaison with other school districts, colleges and universities, governmental agencies and professional management associations in the area of professional development.
- \*(19) Collaborate with curriculum and personnel to conduct periodic assessments of training needs for administrative, instructional, non-instructional and support personnel throughout the district.
- \*(20) Serve as a contact for the NOEL and FOIL.
- \*(21) Serve as a resource person to personnel concerning professional growth and development and related staff development activities.
- \*(22) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(23) Respond to inquiries and concerns in a timely manner.
- \*(24) Keep supervisor informed of potential problems or unusual events.
- \*(25) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(26) Provide oversight and direction for cooperative planning with other agencies and professional development providers.
- \*(27) Assist in the interpretation of programs, philosophy and policies of the district to staff, parents and the community.
- \*(28) Work closely with district and school staffs to support school improvement initiatives and processes.

#### **Professional Growth and Improvement**

- \*(29) Maintain a network of peer contacts through professional organizations.
- \*(30) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \*(31) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(32) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(33) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

#### **Systemic Functions**

- \*(34) Assist in the preparation of the School Board meeting agenda and prepare appropriate reports.
- \*(35) Assist in the development of administrative guidelines.
- \*(36) Assist in the development of School Board policies.
- \*(37) Represent the district in a positive and professional manner.
- \*(38) Develop the department budget and monitor its implementation.
- \*(39) Assist in developing the district budget.
- \*(40) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(41) Assist in the development implementation, evaluation of targeted instructional programs.
- \*(42) Develop annual goals and objectives consistent with and in support of district goals and priorities.

**DIRECTOR OF STAFF DEVELOPMENT AND INSTRUCTIONAL PROGRAMS (Continued)**

**Leadership and Strategic Orientation**

- \*(43) Review internal procedures and develop new procedures when required or when new procedures will aid in a more efficient operation.
- \*(44) Provide leadership and direction for assigned areas of responsibility.
- \*(45) Assist in implementing the district's goals and strategic commitment.
- \*(46) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(47) Set high standards and expectations and promote professional growth for self and others.
- \*(48) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(49) Collaborate with schools and departments and contribute to the planning and operation of the district.
- \*(50) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(51) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(52) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**TECHNOLOGY ACCESS: NO ACCESS**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Flagler Schools Strategic Framework – Teaching & Learning**