Director, Southern California Professional Development Federation

Purpose Statement
The job of Director, Southern California Professional Development Federation, is done for the purpose of directing professional development programs and services for the Southern California Professional Development Federation (SCPDP) 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.

Diversity Statement:
Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one’s actions and the resulting impact.

Essential Functions
- Analyzes districts' staff development needs 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.) 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.) 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.) 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.) 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.) 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.) 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. SCPDF, SDCOE, outside consultants, etc.) 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.) 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.) 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.) 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.) 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.) of meeting districts' professional learning needs by developing new programs and services.

• Supports and/or facilitates grant projects that serve the interests of the members.

• Connects industry/workforce partners with our K16 members to ensure career readiness and promote communication across all systems.

• Responds to a wide variety of inquiries of staff, school districts personnel, other professional organizations, etc. (e.g. SDCOE, CSUSM, UCSD and community colleges, etc.) 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

Knowledge and Abilities
KNOWLEDGE OF:
Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Pertinent laws, codes, policies, and/or regulations;
Standard business practices;
Adult learning theory;
Program related curriculum and instruction materials;
Community resources;
Program evaluation and assessment techniques;
Grant development;
Stages of child and adolescent development.

ABILITY TO:
Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Apply cultural competence while working collaboratively with diverse groups and individuals; Schedule a significant number of activities, meetings, and/or events;
Analyze budgets;
Work with data of widely varied types and/or purposes;
Establish and maintain effective working relationships;
Meet deadlines and schedules;
Set priorities;
Working with multiple projects, frequent interruptions, and changing work priorities;
Maintain confidentiality;
Communicate with diverse groups;
Work as part of a team.

**Working Environment:**
ENVIRONMENT:
Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:
Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

**Experience:** Four (4) years of work experience coordinating professional development activities for educators in virtual and in-person environments, and at least two years of school site leadership experience.

**Education:** Masters degree in education or closely related field. Doctoral degree preferred.

**Equivalency:** A combination of education and experience equivalent to a masters degree in education or closely related field and four (4) years of work experience coordinating professional development activities for educators in virtual and in-person environments, and at least two years of school site leadership experience.

**Required Testing**

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<thead>
<tr>
<th>Certificates, Licenses, Credentials</th>
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<tbody>
<tr>
<td>Valid CA Administrative Services Credential</td>
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<tr>
<td>Valid CA Teaching Credential</td>
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<tr>
<td>Valid CA Driver’s License</td>
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**Continuing Educ./Training**

As needed to maintain certificates.

<table>
<thead>
<tr>
<th>Clearances</th>
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<tr>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<tr>
<td>Physical exam including drug screen</td>
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<td>Tuberculosis Clearance</td>
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FLSA Status: Exempt

Salary Grade: Certificated Management Grade 050

SLT Approval Date: October 11, 2016

Revised: 4/2023