

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Director, Southern California Professional Development Federation**

**Purpose Statement**

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

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**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

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential  
Valid CA Teaching Credential  
Valid CA Driver's License

Continuing Educ./Training

As needed to maintain certificates.

Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical exam including drug screen  
Tuberculosis Clearance

**FLSA Status:** Exempt

**Salary Grade:** Certificated Management Grade 050

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

**Revised:** 4/2023