KyreneSchoolDistrict

Professional Growth & Development Specialist

The Professional Growth & Development Specialist is responsible for supporting the Professional Development department with management of the professional growth opportunities as well as supporting Teaching and Learning activities.

Chain of Command

The Professional Growth & Development Specialist works under the direction of and reports to the Director of Professional Growth & Development.

Competencies of the Professional Growth & Development Specialist

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong Customer Service Skills
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and other systems
- Flexible team player who is time and task oriented
- Ability to work under pressure to meet timelines and handling multiple and changing priorities.

Essential Duties of Professional Growth & Development Specialist

- Under direction of the Director of Professional Growth & Development, support with department operations including but not limited to; answering phones, entering classes, reconciling attendance, maintaining the webpage, running reports, sending reminders, and preparing materials for classes.
- Provides secretarial support to the administrators of Professional Growth & Development, such as answering phones, calendaring, email, notetaking, filing, organization, etc.
- Responsible for supporting department administrators with event and meeting coordination, execution and promotion.
- Responsible for supporting Teaching and Learning activities including inventory, book distribution, mailings, and managing books.
- Training other staff on use of Learning Management System.
- Responsible for creating professional development modules in the Learning Management system in conjunction with other departments and schools.
- Collaborates with other department and school staff to support department goals as they relate to the Kyrene Strategic Plan and other areas as needed.
- Maintaining professional development records.
- Other duties as assigned.

Minimum Qualifications

High School Diploma or GED and two to four years of office experience including one year of assigned specialized experience are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

Bachelor's degree
Experience with professional development and learning management systems

Licensing/Certification Requirements

- AZ IVP Fingerprint Clearance Card

Date Revised

2.27.23