

Coordinator of Professional Development

DEFINITION:

Under the direction of the Associate Superintendent of Human Resources or designee, the Coordinator of Professional Development will plan, organize, coordinate, direct, and evaluate the District's professional learning programs, including mandatory training for certificated, classified, and management personnel. The coordinator will work closely with other departments to improving student achievement through the design, delivery and promotion of high-quality professional learning opportunities designed to build the capacity of District staff and support the vision and mission of FCUSD.

QUALIFICATIONS:

Experience: A minimum of five years of credentialed experience, with five years of administrative experience.

Credential: Possession of a valid California Teaching Credential and an Administrative Services Credential or Certificate of Eligibility

Other: A valid California driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promote, advocate, design, facilitate, sustain, and advance the professional growth and development of employees and volunteers to increase student achievement and support teaching and learning.
- Coordinate, direct and evaluate programs that support the District's professional learning goals for teachers, administrators, classified staff, substitutes and volunteers.
- Collaborate with others to design services (e.g., training, programs, materials, etc.) for the purpose of implementing professional development program activities that address training needs of the District including multiple delivery modes (formal structured workshops and digital platforms).
- Collaborate with Education Technology and Information Services (ETIS) to implement and monitor a management system for professional development registration and completion.
- Analyze and use data to identify professional development needs and to evaluate, improve and report on program effectiveness and progress towards goals.
- Collaborate with other departments to develop and prepare a program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with policy.
- Plan, organize, coordinate, and implement all events, tasks, and schedules for training and professional learning across all departments and sites.
- Research a variety of information (e.g., courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Keeps abreast of innovative professional development techniques to provide the district with the highest quality of professional development activities.
- Work with various departments to develop and implement a district-wide training matrix for all staff.
- Work with collective bargaining units on implementing policies and practices for continuing education units and District in-service workshop credit.
- Establish and maintain liaisons with county offices of education, universities, districts, counties, state department of education, and other related agencies.
- Assist in the development of policies and procedures that ensure an economical, safe, and efficient work environment.
- Work as member of the LCAP team.
- Participate in the development of the district school calendar to ensure adequate professional learning time.
- Train and supervise the performance of assigned personnel.

KNOWLEDGE:

- Knowledge of current trends in curriculum, teaching methods and strategies; best practices in school improvement, leadership development; adult learning theory and professional development; planning and project management; and collaboration, coordination, and facilitation of work groups.

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- Knowledge of professional development as it applies to both teaching and learning and leading professional learning communities.
- Principles, techniques, strategies, research, and evaluation of a comprehensive employee professional learning program.
- Knowledge and understanding of the Common Core State Standards and effective instructional strategies.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.

ABILITIES AND SKILLS:

- Ability to analyze data and skills to format data into effective programs.
- Ability to read and interpret journals, articles, and research studies.
- Knowledge of group dynamics and ability to apply knowledge to effectively lead groups.
- Ability to communicate effectively with a variety of audiences orally and in writing, including electronic media.
- Outstanding written, speaking, and organizational skills with experience interacting with a broad range of stakeholders.
- Ability to work effectively with diverse groups of people.
- Ability to manage multiple projects in a dynamic, time-sensitive work environment.
- Establish strong working relationships with school and district staff.
- Assure compliance with District content standards and California Standards for the Teaching Profession.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include the ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies, and other printed matter, computer screens, and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.