

Bradford County School District

JOB DESCRIPTION

COORDINATOR- PROFESSIONAL DEVELOPMENT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university. Masters degree preferred.
- (2) Certified or qualified in accordance with Florida Statutes and State Board Rules
- (3) Minimum of five (5) years successful teaching experience with Effective / Highly Effective teacher evaluation scores. Successful Instructional coaching and/or leadership experience is highly preferred.
- (4) Educational Leadership/Administration certification preferred
- (5) Reading certification/endorsement preferred.
- (6) Demonstrates an understanding of providing professional development for adult learners.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills in written and oral communication, curriculum and program development, and planning and organization. Knowledge of current education trends, methods, research and technology. Ability to read and interpret State Board Rules, Code of Ethics, School Board Policies and appropriate statutes. Ability to collect, analyze, and interpret data. Ability to work collaboratively with others, Ability to maintain accurate records and prepare reports. Ability to monitor programs for effectiveness and compliance.

REPORTS TO: Assistant Superintendent

JOB GOAL

To provide effective leadership in the planning and supervision of professional development programs in the district.

NOTE: The nature of this position will involve the use of daily flexible scheduling coordinated with the Assistant Superintendent or designee to provide for before or after school support and professional development.

SUPERVISES:

Assigned personnel.

PERFORMANCE RESPONSIBILITIES:

- 1) Plan and implement inservice training in the appropriate area to support the education programs of schools and district staff.
- 2) Coordinate, monitor and facilitate the district's new teacher program and professional development certification programs (PDCP).
- 3) Provide district-wide leadership in program development based on analysis of student and community needs, teacher input, and other pertinent information.

- 4) Assists teachers in identifying trends in school or class data and identifying individual student strengths and needs to make decisions about curriculum and instruction.
- 5) Models high quality teaching for teachers, and conducts non-evaluative observations/observation cycles with teachers.
- 6) Gives effective feedback to new teachers in methodology.
- 7) Facilitates feedback sessions with peer observations
- 8) Helps new teachers in planning and provides direction for the integration of units and lesson planning.
- 9) Assist teachers in identifying, selecting, and modifying instructional materials and strategies to meet the needs of diverse learners. (SWD, gifted, ELL)
- 10) Coordinates with school administrators, instructional coaches, curriculum resource teachers, and behavior resources teachers to assist with teacher development.
- 11) Supervise timely updating of district master inservice plan and professional development plan.
- 12) Assist with development of district literacy plan and professional development activities related to the plan.
- 13) Work closely with school staff to support school improvement initiatives and processes.
- 14) Attends coordinator and training meetings with other coaches in the district.
- 15) Ability to travel and provide own transportation to various sites, including all school sites in the district..
- 16) Communicate effectively, orally, and in writing, with other professionals, students, parents and community.
- 17) Performs other duties as assigned

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.

Job Description Salary Schedule: Administrative
Job Supplement Code (for physical requirements of job) 03

DOE Job Code: 64012

Board Approval: 06/13/22

