

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DIRECTORS AND MANAGERS
1678 Director of Professional
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JOB TITLE: DIRECTOR OF PROFESSIONAL DEVELOPMENT

REPORTS TO: Superintendent of Cabinet Level Designee

NATURE AND SCOPE OF JOB:

The Director of Professional Development, working cooperatively with the District staff, is responsible for planning, organizing and implementing staff development projects and training for the district.

QUALIFICATIONS:

The Director of Professional Development shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A.18A 27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C. 6:11-9.3 and 9.5), and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Hold a Master's degree from an accredited institution (College or University).
3. Have a minimum of five (5) years experience in the area of School System Management and/or Administration.
4. A minimum of five (5) years teaching experience.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have experience in the conduct of staff, curriculum, and program development activities.
7. Have experience in the evaluation/observation process.
8. Demonstrate excellent organizational skills and the ability to motivate people.
9. Demonstrate an understanding of the regulations regarding staff development.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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12. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume
2. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or supervisory performance.
3. Official College Transcripts
4. Employment interview

EMPLOYMENT TERMS:

The Director of Professional Development shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.

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3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Professional Development shall:

1. Establish goals and objectives for staff development programs and projects for administrative/supervisory personnel, instructional personnel and support staff.
2. Meet regularly with administrators and teachers to establish future goals and identify specific training needs of the district's personnel.
3. Coordinate the establishment of procedures, timetables, preparation of necessary forms and letters, assignment of workshop sites, and all other practical elements of in-service training.
4. Plan, organize and implement district-wide programs for training teacher aides and other paraprofessionals.
5. Observe aides in schools and collect feedback on their performance from school staff using formal/informal mechanisms.
6. Coordinate the operation of the student teacher and mentoring program in the district.
7. Coordinate the provision of volunteer service to schools including recruitment and screening of volunteers, matching volunteers to jobs, creating innovative ways of using volunteers, and providing pre-service in-service training.
8. Maintain inventory of available volunteers, programs, assignments, and other pertinent records.
9. Develop printed guidelines and handbooks for the use of school personnel in dealing with aides, volunteers and for the use of aides and volunteers in carrying out their duties.
10. Evaluate all in-service and pre-service training programs in the district.
11. Interpret the in-service program's objectives, results, and needs to district staff, the Board, civic and parent groups, teacher training institutions, and others.
12. Prepare and administer the staff development program budget.

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13. Observe and evaluate staff and provide recommendations for the Professional Development Plan (PDP).
14. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
15. Perform any duties that are within the scope of employment and certifications, as assigned by the Assistant Superintendent and not otherwise prohibited by law or regulation.
16. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent of Cabinet Level Designee shall evaluate the Director of Professional Development in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

5-22-2009

Date