San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Professional Development	**Exemption Status:**	Exempt
Reports to:	Asst. Supt. of Academic Services	**Pay Grade:**	06
Works with:	District Personnel	**Days:**	226
Dept. /School:	Administration	**Date Revised:**	06/17/2020

Primary Purpose:

The Director of Professional Development implements, coordinates and evaluates staff development plans and activities which target student growth and personnel development.

Prerequisites:

- Master's degree in Education;
- Texas Teaching Certificate; and
- Five years of successful teaching experience.

Major Responsibilities and Duties:

1. Direct Professional Development services to meet students' and staff's needs.
2. Facilitate the use of technology in the teaching-learning process.
3. Plan the necessary time, resources and materials to support accomplishing educational goals for students.
4. Serve as a resource person in Curriculum-Professional Development services to the district.
5. Work cooperatively with principals and staff to define personnel needs regarding instructional management.
6. Ensure that Staff Development services are supportive of the instructional goals of the district.
7. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
8. Work with staff to plan, implement and evaluate staff training on a systematic basis.
9. Assist campuses to develop/implement effective instructional practices via in-services, seminars, conferences and other offerings to district staff.
10. Develop and implement staff development activities/plans for all targeted district personnel (district-wide, campus-wide and individual).
11. Develop long and short range objectives and goals for Professional Development operations of the school district.
12. Keep the immediate supervisor informed on the Professional Development affairs of the district.
13. Promote a positive, caring climate for learning.
14. Employ effective interpersonal skills.
15. Use management practices that promote collegiality, teamwork and collaborative decision making among staff members.
16. Contribute to the recommendation of sound policies directed toward staff development improvement.
17. Provide leadership in developing district goals and objectives.
18. Provide leadership in developing long- and short-range plans for district growth and improvement based on needs assessments.
19. Participate in the district-level decision process to establish and review the district's goals and objectives

and major classroom instructional programs of the district.
20. Assess and responds to needs related to job responsibilities.
21. Develop and implement the (Professional Development) strategy of the Strategic plan.
22. Support staff development and other programs of professional development.

23. Develop training options and/or improvement plans to ensure the best operation in the department/ campus assigned.
24. Evaluate job performance of employees supervised to ensure effectiveness.
25. Work cooperatively with others to ensure compliance with federal and state personnel laws and regulations as well as with S.B.C.I.S.D. Board Policy.
26. Accurately prepare and submit in a timely manner any and all reports required by the board, the Texas Education Agency, and other federal and state agencies and any records subpoenaed by a court of law.
27. Prepare recommendations for the annual budget.
28. Ensure that funds are expended in accordance with the approved budget.
29. Ensure that programs are cost-effective and funds are managed prudently.
30. Recommend and ensure equitable administration of student discipline policies across the district.
31. Pursue professional development through reading, attending conferences and involvement with related agencies.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____