

District Staff Developer

Purpose Statement

The role of the District Staff Developer is to support district teachers and instructional coaches by providing professional development, facilitating curriculum development, and acting as a change agent to implement systemic improvements. The position aims to enhance instructional practices and student achievement through targeted training and support.

Supervisory Relationship

Reports to: Director of Professional Learning

Essential Functions

- **Change Agent:** Motivate and guide district staff to implement necessary systemic changes.
- **Resource Provider:** Provide resources to help district staff achieve desired goals.
- **Coach:** Assist teachers and instructional coaches in transferring learning experiences and resources into practice.
- **Consultant:** Support individuals and groups in determining next steps to meet specific objectives.
- **Facilitator:** Arrange and guide necessary interactions to produce desired results.
- **Trainer:** Provide custom-designed training and job-embedded staff development.
- **Project Manager:** Manage individual portfolios to support specified programs.
- **Curriculum Coordination:** Coordinate, facilitate, and monitor the review, development, and implementation of district curriculum at both district and building levels.
- **Professional Learning Needs:** Survey, identify, and analyze the professional learning needs of teachers, specialists, and instructional coaches.
- **Support Services Design:** Design support services (e.g., training, materials) for implementing professional learning activities related to effective teaching practices, curriculum and assessment support, Standards Based Education (SBE), Professional Learning Communities (PLCs), teacher mentorship, Multi-Tiered Systems of Support (MTSS), and school improvement processes.
- **Planning:** Develop short and long-range plans to ensure effective utilization of district resources.
- **Monitoring Services:** Monitor professional learning services to ensure performance outcomes are achieved within budget and district objectives.
- **Activity Scheduling:** Schedule and publicize staff development activities and results to promote professional learning.
- **Meeting Facilitation:** Plan and facilitate regular district instructional coach meetings and other relevant meetings.
- **Mentoring Program:** Facilitate and monitor the district mentoring program for first and second-year teachers and mentors.
- **Liaison:** Serve as a liaison between district instructional coaches and the Director of Professional Learning and Assistant Superintendents.
- **Collaboration:** Collaborate with district personnel, other districts, and community organizations to implement and maintain services and programs.
- **Relationship Building:** Establish and maintain positive relationships with teachers, instructional coaches, and administrators.
- **Research:** Research courses, materials, training consultants, and other resources to develop and enhance programs that meet staff training needs.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Effective planning, project management, and organizational skills.
- Strong record-keeping and documentation abilities.
- Ability to utilize conflict resolution techniques and operate standard office equipment.
- Proficiency in performing standard bookkeeping tasks and managing projects.

Knowledge

- Basic math skills, including calculations using fractions, percents, and ratios.
- Understanding of grant administration, community resources, foundation policies, and issues related to at-risk youth.
- Familiarity with bookkeeping practices, grammar, and punctuation.

Abilities

- Schedule and prioritize multiple activities, meetings, and events.
- Work flexibly with diverse individuals and groups.
- Analyze data and solve problems using defined processes.
- Communicate effectively with diverse groups and individuals.
- Build collaborative relationships and work with frequent interruptions.

Responsibility

Work under limited supervision following standardized practices and methods. Direct other persons within a small work unit. Direct the use of budgeted funds within a work unit. Utilize significant resources from other work units to perform job functions. Impact the organization's services continually.

Work Environment

Physical activities include some lifting, carrying, pushing, and pulling. Significant fine finger dexterity is required. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience

Five years of elementary teaching experience

Education

Bachelor's degree in elementary education

Certificates and Licenses

A valid North Dakota teaching certificate

Continuing Education/Training

Maintains Certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background clearance

FLSA Status

Exempt

Salary Grade

Teacher Salary Schedule with summer extra duty contract opportunities

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.