Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Professional Development Coordinator**	FLSA Status:	**Exempt**
Job Family:	**Support Services**	Pay Range:	**SS40Y**
Prepared/Revised Date:	**August 1, 2022**	Job Code:	**34705**

SUMMARY: Responsible for working with the Director of Professional Development to develop, plan, and implement professional development offerings for the District. Serve on the Professional Learning Team to strengthen the efficacy of individuals and teams through professional learning experiences. Maintain a specialized perspective to meet the learning needs of all classified staff. Serve as facilitator of the Classified Professional Development Advisory Group and coordinate professional development offerings for those employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Design and deliver professional development options for classified staff, including trainings on district-wide professional development days.	D	30%
2. Attend work and arrive in a timely manner.	D	1%
3. Design models for ongoing cross training, mentoring, and professional learning experiences to advance the skill set of classified staff.	W	15%
4. Serve as resource for District employees regarding professional development.	W	5%
5. Act as liaison to Integrated Services, Early Childhood Education, and other departments to maintain and monitor learning plans and specific classes such as CPI, First Aid, CPR.	W	5%
6. Design, coordinate, and facilitate specific classified professional learning experiences that include but are not limited to Office Mangers meetings, book studies, Classified Leadership Program.	M	10%
7. Review and deploy Classified PD Grants for Central Office Departments.	M	10%
8. Serve as backup for system administrator implementing, maintaining, and trouble-shooting the professional development online management system.	M	5%
9. Coordinate, co-create, and publish online training modules within the professional development online management system.	M	5%
10. Collaborate and network with outside agencies to improve cost-effectiveness of agency-common offerings.	M	5%
11. Serve as department backup for all budgetary needs, processes, and paperwork including contracts.	M	3%
12. Collaborate with District advisory groups and departments to determine District-wide professional development needs.	Q	5%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with major coursework in Organizational Development, Training, Human Resources, Education, Public or Business Administration or related field required.
- More than three years and up to and including five years of experience in developing, implementing, and evaluating training programs.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Knowledge of best practices in classified professional development
- Ability to present to and facilitate both large and small groups of employees
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to coordinate large events and organize multiple trainings
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x
Use hands to finger, handle, or feel				x
Reach with hands and arms			x	
Climb or balance		x		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy			x	
Coordinate				x
Instruct				x
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	