Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Professional Learning Systems Specialist**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Support Services Administrative**	Pay Range:	**SS45H**
Prepared/Revised Date:	**August 1, 2025**	Job Code:	**50611**

SUMMARY: Responsible for serving as the system administrator for the professional development online management system. Ensure the function, availability, and reliability of the applicable business systems. Serve as the resource for district employees regarding professional development and support instructors to ensure the PSD professional development credit model expectations are met. Coordinate, prepare, maintain and organize department files, documents and reports. Assist in coordinating and arranging meetings, schedule, and events for professional learning experiences. Provide additional support for classified learning experiences and respond to questions from all staff and the community.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Maintain district professional development online management system; build classes in system, monitor registration and wait lists, reconcile attendance, and issue credit for class participants. Serve as system administrator implementing, maintaining, and trouble-shooting the system.
2. Perform system monitoring including but not limited to verifying the integrity and availability of systems, key processes, workflows, file exchanges, and completion of scheduled jobs within the professional development online management system and financial system (SchoolPay).
3. Monitor and process all financial transactions with the online professional development catalog and Finance Department systems including payments, refunds, and troubleshooting. Issue restricted checks as needed.
4. Develop, test, implement, document, communicate and maintain reports and processes for data collection reporting, including CORA requests. Run and monitor reports for ongoing analysis of quality response to professional development classes.
5. Proactively identify opportunities to improve the functionality and efficiency of systems to support daily work processes with regards to the professional development online management system.
6. Keep abreast of best practices, functionality changes, and new features through a variety of methods, including but not limited to networking with providers, attending relevant training and user group conferences, and performing independent research.
7. Provide user training and develop resources related to system functionality, data, reporting, and processing. Provide timely responses and status updates to system support requests.
8. Serve as a professional development resource for district employees and instructors.

9. Coordinate, purchase, and prepare department event sustenance and materials.
10. Manage booking of training rooms in ITC Building through Outlook.
11. Assist in the coordination of specific classified professional learning experiences including Classified Training Days, Office Managers meetings, book studies, and the Classified Leadership Program. Assist in preparation & coordination of large Professional Development events, such as Summer Institute and Educator Orientation.
12. Provide clerical and administrative support to the Professional Development staff. Serve as backup for department financial and human resources processes.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree, two-year college certificate or equivalent in related field required. Bachelor's degree preferred
- More than three years of experience in Office Management & Accounting
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem-solving skills
- 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 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, District policies, administrative guidelines 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 Office and/or other department software packages; Knowledge of Office 365 preferred at hire
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Professional Learning & Educator Effectiveness	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 feed	X			
Reach with hands and arms		X		
Climb or balance	X			
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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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