



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Professional Development** FLSA Status: **Exempt**
Job Family: **Certified Administrative** Pay Range: **J**
Prepared/Revised Date: **January 1, 2018** Job Code: **10415**
Days: **260**

SUMMARY: Design, deliver, direct and evaluate district professional development programs for all employees based upon needs assessments and district/school priorities and initiatives. Facilitate, coordinate and oversee a wide variety of Educational Technology projects that focus on 21st Century teaching and learning Collaborate with Instructional Cabinet, Curriculum & Instruction, Student Services, Integrated Services and various other departments to ensure the development, implementation and monitoring of high quality ongoing professional learning. Supervise and evaluate the Ongoing Professional Learning Team - Instructional Coaching Coordinator, Mentoring Coordinator, Multi-Tiered System of Supports Consultants, Educational Technology Coaches, PD Licensed Coordinator, PD Classified Coordinator, and PD Department Secretary.

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
1. Provide on-going administrative leadership in the area of professional development to support ongoing implementation of PSD Vision, Mission, Ends, and Standards-Based Teaching and Learning Framework.
2. Develop, administer, monitor and coordinate the district professional development budget.
3. Assess needs, design, deliver and evaluate professional development opportunities.
4. Design, coordinate and evaluate ongoing professional learning services and/or consultation services to increase student achievement at each school in the district.
5. Develop, administer, monitor, coordinate and initiate requisitions for the district staff development budget and direct monies to schools for building level professional development.
6. Provide on-site assistance to building administrators and staff in school improvement and professional development through trainings, MTSS consulting, instructional coaching, educational technology, and mentoring.
7. Instrumental in the identification and application of programming that will support the implementation of systematic organizational changes.
8. Facilitate district, school, and provider groups and committees to accomplish tasks that relate to District Ends.
9. Collaborate and communicate with other district departments.
10. Collaborate with Instructional Cabinet to organize, design, and facilitate professional learning for district and school administrators.
11. Collaborate with all district departments and schools to organize, design, and facilitate professional learning for licensed and classified staff.
12. Coordinate major district-wide events such as New Educator Orientation, New Administrator Orientation, Summer Institute, and Leadership Retreats.
13. Collaborate with district departments to organize and facilitate opportunities for district-based TOSAs to collaborate across departments and roles.
14. Maintain the Standards-Based Teaching and Learning Framework Online Toolkit.



Description of Job Tasks

15. Oversee program development and technology programs to support professional development, instructional coaching, mentoring, and MTSS.
16. Attend work and arrive in a timely manner.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in administration, curriculum and instruction, professional/organizational development, instructional technology or related field.
- Five years of education related experience.
- Experience in group facilitation, planning, problem solving and other leadership activities.
- Demonstrated instructional leadership skills including: clear vision for a professional learning program, and proven ability to move to full implementation of an initiative.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator's License.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced knowledge of "best practices" in staff development, training design and delivery and instructional leadership.
- Advanced knowledge of instructional practices in specific content areas, supervision practices, program administration, data analysis, school improvement and integrating computers into instruction.
- Knowledge of current PSD vision, mission, Ends, and instructional priorities.
- Oral and written communication skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Knowledge of budget development and analysis.
- 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:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Superintendent of Student Achievement & Professional Development	
Direct reports:	Instructional Coach Coordinator	1
	Mentoring Coordinator	1
	Multi-Tiered System of Supports Consultants	5
	Educational Technology Coaches	7
	Professional Development Coordinator – Classified	1
	Professional Development TOSA Coordinator – Licensed	1
	Department Secretary	1

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 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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

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