
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____
Action X

Item: **REQUEST FOR NEW POSITION: PD HUB CLERK**

Submitted by: **KELLI BROCKWAY, DIRECTOR OF T/L**  Date: 3/21/23

Recommended by:  Board Meeting Date: _____

RECOMMENDATION: Please approve the request for a full-time PD HUB Clerk position in the Teaching and Learning Department.

BACKGROUND: The PD HUB has continued to provide services and supports for professional learning events facilitated by Kent ISD. These events have more than tripled in the last three years. We have relied on intern support in the past but the demand for consistent clerical support continues to grow beyond what our interns can reliably provide.

POSITION DESCRIPTION

Job Title: Classification: CLERK - PROFESSIONAL DEVELOPMENT HUB

Reports to: PD Hub Supervisor

Terms of Employment: Full Time, Year Round

Positions Supervised: None

BROAD STATEMENT OF RESPONSIBILITIES:

The Professional Development Hub provides various services related to conferences and trainings that are provided to educators.

Responsibilities for this position include data entry, printing materials, event and conference planning, administrative support, answering emails & phone calls, proofreading, creating flyers, and marketing related tasks. Each day is different depending on the work that needs to be completed.

DUTIES AND RESPONSIBILITIES:

1. Process SCECH workshop materials and serves as additional support to the SCECH coordinator when needed.
2. Assists in ensuring efficient and effective operation of the professional development needs of our external and internal customers including but not limited to customer service, coordination and communication.
3. Participates in staff development programs to improve professional skills.
4. Manages and updates professional development records using a variety of systems.
5. Models the integration of technology in all administrative areas.
6. Working with a team and/or other departments to find solutions.
7. Performs such other tasks and assumes such other responsibilities that may be necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor's degree in education, communication, marketing, or other related fields preferred.
2. Strong communication skills both written and verbal to effectively communicate with all stakeholders.
3. Requires a high level of computer database (Excel/Google Sheets) and basic desktop publishing (Word/Google Docs). Graphic design skills (Canva) preferred.
4. Ability to learn new software applications and programs.
5. Ability to meet deadlines and pay close attention to details and requires the ability to organize, prioritize and work independently and cooperatively as well as schedule and produce work in a timely manner.
6. Demonstrated experience in Customer Service.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.