

CLASSIFICATION DESCRIPTION



TITLE: Professional Development Coordinator

Title of Immediate Supervisor: Assistant Superintendent and/or and/or Director of Continuous Improvement and Support	Department: Teaching, Learning and Equity	FLSA Status: Exempt
Accountable For (Job Titles):		Pay Grade Assignment: Duluth District-Wide Instructional Administrative Association (DDWIAA), Pay Class ____

General Summary or Purpose Of Job:
<p>The Professional Development Coordinator is responsible for planning, facilitating, coordinating and monitoring, appropriate and timely districtwide professional development for all staff serving as a resource to other district personnel.</p> <p>This position is responsible for developing, coordinating, and presenting professional development programs and sessions to facilitate the achievement of district initiatives and in alignment with the strategic plan. Position consults with and advises administrators and managers regarding the design of staff development programs; establishes learning objectives; develops training materials; and assesses the impact of training sessions.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Consults with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District
2.	Keeps well informed about current trends and best practices, conducts research and analysis of training needs and makes recommendations to administration concerning the need for new training programs, course content and for revisions in existing training programs to increase their effectiveness.
3.	Plans, develops, and implements employee training and orientation programs based on needs determined from input provided by administration and staff.
4.	In conjunction with Human Resources, develops, implements and manages new hire orientation and onboarding program content, internal and external communications, and logistics (e.g. scheduling, site selection, supplies, and materials). Conducts and audits onboarding training sessions. Develops feedback mechanisms to obtain data from new employees and their administrators. Maintains and continuously upgrades program content to be highly-effective and engaging.
5.	Identifies, organizes and sequences subject matter to be taught in training programs to assure maximum effectiveness; develops educational material and prepares training manuals and other training aids; develops and administers pre and post training tests to determine the effectiveness of the subject training; and leads or assists administrators and supervisors in leading training provided to employees
6.	Assesses and determines training needs of the department through investigation, consultation, and evaluation of training requests. Reviews and evaluates the effectiveness of district training programs, and makes recommendations for improvements or changes as necessary. Interpret professional development survey data to determine future growth needs and opportunity needs for professional development.

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7.	Communicates with administrators, managers and outside organization representatives for the purpose of coordinating activities and programs, resolving issues and conflicts, and exchanging information
8.	Collaborates with the Mentor, Teacher Development coordinators, and Human Resources for the purpose of fostering staff growth and ensuring program compliance
9.	Develops, implements and monitors district-wide learning management system for professional learning
10.	Participates in the vendor contracting and solicitation process for vendors who provide training services, assessing vendor qualifications, and reviewing and monitoring contracts for selected vendors to ensure training services provided are in accordance with contractual agreements.
11.	Establishes communication system to keep stakeholders regularly informed of professional development goals, plans and progress of the districts professional learning program
12.	Markets and encourages participation in upcoming staff development initiatives and activities.
13.	Establishes strong working relationships with school and district staff.
14.	Coordinates and delivers training methods in multiple ways to cater to diverse learning styles and staff within the district. (ex: Virtual, In-Person, On-the-job, webinars)
15.	Performs other duties and participate in other projects as assigned or requested.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
<ul style="list-style-type: none"> • Bachelor’s degree from an accredited college or university in Business Administration, Organizational Development, Education, Adult Learning, Human Resources, Psychology, or a closely related field and five (5) years of progressively responsible related professional and/or educational experience.
Preferred Qualifications:
<ul style="list-style-type: none"> • Experience working in a school setting. • A valid driver’s license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Knowledge Requirements:
Requires knowledge of:
<ul style="list-style-type: none"> • Project management practices and ability to apply those practices to programs/projects. • Principles, methods, and tools for formal and on-the-job professional development and training • Theories, strategies, and methodologies of adult learning • Teaching and facilitation skills • Basic principles of promotion, publicity, marketing, and advertising • Current trends and developments in professional development • Community resources and programs complimentary to professional development activities • Research methods and techniques used in the professional development field • Professional competencies related to a variety of occupational fields • Methods and techniques of writing, composition, layout and production of professional development and training materials • District organizational structure, policies, procedures, rules, and regulations • Principles and techniques of budgeting and financial management • Capabilities of computer systems, software, and hardware related to the development and delivery of professional development and training material.

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Skill/Ability Requirements:

Skilled in:

- Designing, organizing, conducting, and evaluating continuing education programs in support of organization-wide strategic initiatives based on assessment of learner needs using a variety of instructional approaches.
- Managing competing priorities, demands, and deadlines.
- Assessing, recommending and implementing various program policies and procedures, and initiate program improvements.
- Facilitating trainings.
- Making effective, informational, and motivational presentations to diverse audiences
- Applying logical thinking to problems and research.
- Using initiative and independent judgment.
- Preparing reports and communicating effectively, both orally and in writing, including in public settings.
- Leading multiple projects and initiatives, identifying and adjusting training priorities, and meeting goals and deadlines.
- Establishing and maintain effective working relationships with administrators, supervisors, staff and other organizations, and the public.
- Learning new software and systems with ease..
- Planning, collaborating, coordinating, and facilitating a variety of meetings, workshops, trainings, and conferences.
- Understanding and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrating strong interpersonal skills using tact, patience and courtesy.
- Establishing and maintaining cooperative relationships with school personnel, vendors, co-workers and the public.
- Organizing work, programs and activities to meet schedules, timelines and deadlines.
- Maintaining accurate, up-to-date, and organized record-keeping.
- Planning and organizing meetings, presentations and the ability to present “best practices” data and research.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasional y	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			

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Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: Check box if relevant Yes No

	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History: