

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Coordinator of Professional Development

Job Purpose Statement/s: The Coordinator of Professional Development is responsible for the planning and implementation of a comprehensive professional development plan to address the needs of all stakeholders (administrators, teachers, support staff, parents) and includes meetings, workshops, coaching support, and effective use of collaboration. The Coordinator of Professional Development supervises assigned support staff; advises and assists principals, teachers, and parents participating in such programs; provides leadership, planning, budget monitoring, and evaluation of such programs.

Essential Job Functions:

- Assists in development, implementation, monitoring, and evaluation of all professional development plans as described in the Local Education Agency Plan (LEAP) and other programs, grants and related partnerships.
- Collaborates with staff to implement professional development.
- Assists in planning and implementation of the District's Professional Development Plan.
- Directs, coordinates, and conducts in-service programs for District staff to improve their effectiveness in implementing instruction and programs, and to develop skills for improving performance.
- Assists in development of budgets for categorical programs related to professional development within Board guidelines and state laws.
- Acts as a liaison between the District and the Santa Clara County Office of Education through attendance at designated coordinator meetings, other subcommittees, and trainings related to professional development.
- Prepares, delivers oral and written reports, recommendations, and presentations to the Board, committees, parents, and others regarding professional development.
- Visits classes and school sites on a regular basis to monitor effectiveness of implementation of strategies learned through professional development and collaborates and assists when needed.
- Participates as a member of one or more site-level instructional leadership team.

Other Job Functions:

- Ensures the District's compliance with State and Federal laws and regulations.
- Works collaboratively with other divisions and departments to meet District goals and ensure alignment of program, services and operations.
- Coordinates other special projects and duties as assigned.

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- Attends and participates in Education Services meetings and pertinent district, county and state workshops and meetings.
- Stays current with curricular/instructional research and materials through a variety of activities.
- Prepares administrative reports as required.
- Performs other duties as assigned.

Job Requirements – Qualifications:

Education and Experience Requirements:

- Masters degree in education or related field preferred.
- Three years of successful teaching.
- Previous site or district administrative experience preferred.
- Experience with designing and implementing effective professional development.
- Experience with diverse student and community populations.
- Understanding of current practices to improve student achievement and accelerate learning.
- Understanding of second language acquisition theory, teaching and learning in multilingual settings.

Skills, Knowledge, Abilities, and/or Physical Requirements:

- Skills to effectively lead and organize; make decisions; function effectively in high-pressure situations; to operate PC applications including the District's standards: Windows, Microsoft Office applications, and telecommunications (e-mail, intra/internet, etc.); to use the English language in both written and verbal form to exchange information and make presentations, and read a variety of documents; multilingual skills desirable.
- Knowledge of principles, goals, objectives, methods and strategies of school improvement and reform; philosophical, educational, fiscal and legal aspects of public education; procedures, methods, techniques and strategies related to the administration and operation of a school district; standards, curriculum, best instructional practices, strategies and techniques; program and activity evaluation strategies and procedures; and methods, procedures and strategies of instructional leadership.

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- Abilities to effectively plan, organize and coordinate the management function of school programs and activities; demonstrate a positive instructional leadership model; effectively work as a member of a team; effectively analyze problems, issues and concerns and formulate appropriate alternative solutions; communicate effectively in oral and written form; and establish and maintain effective organization, public and community relationships.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Valid California Administrative Services Credential.
- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculosis Clearance.

Reports to: Assistant Superintendent, Education Services

Work Year: 225 Days

Salary Placement: Certificated Management Salary Schedule
Range – J

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Management Team.

Board Approved: February 26, 2013