

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0300
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, PROFESSIONAL DEVELOPMENT
REPORTS TO: Assistant Superintendent, Human Resources Services
SUPERVISES: Professional Development Specialist Senior Professional Development Coordinator Instructional Staff Support Staff
QUALIFICATIONS: Master's degree from an accredited college or university in Educational Leadership, Business Administration, Human Resources, Public Administration, or related field; or Bachelor's Degree in Business Administration, Human Resources, or related field and three (3) years related administrative experience. Demonstrated increasingly more responsibilities in the technical and administrative personnel management realm within a large district/business. Must show evidence of working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.
PREFERRED: Experience as a school-based administrator with strong background in Human Resources. Designation of Society of Human Resources Management (SHRM), Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or Certified Compensation Professional (CCP).
MAJOR FUNCTION
Responsible for administrative and supervisory functions in all areas of professional development of all employee groups in order to attract and retain a diverse, high-performing workforce.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Develops and implements the district's Master Inservice Plan and comprehensive recruitment and retention plan• Develops and monitors the Professional Development System at the district- and school-level to be in compliance with the FLDOE Protocol for Professional Development• Coordinates and advertises professional development opportunities for all employee groups• Facilitates assessment and leadership development of potential and current administrators• Gathers, analyzes, and reports data regarding the district's professional development and makes appropriate improvements• Coordinates, implements, directs, and evaluates the district's Professional Development and Improvement Network (PDIN) program• Partners with state, local, and community stakeholders including institutions of higher learning• Coordinates, implements, directs, and evaluates the district's teacher induction program• Coordinates and provides training for Clinical Education and site-based mentors• Coordinates, implements, directs, and evaluates the district's Transition to Teaching program• Partners with higher institutions and curriculum services to facilitate teacher intern placement• Supervises, trains, and evaluates staff

DIRECTOR, PROFESSIONAL DEVELOPMENT

ESSENTIAL RESPONSIBILITIES (Continued)

- Develops district's expectations for employees and designs a system to communicate expectations to all district employees.
- Assists employees who do not meet performance expectations by identifying and coordinating available resources
- Coordinates the development and training of the district's employee appraisal systems
- Designs and monitors the instructional professional development plan and leadership development plan
- Serves as district liaison with FLDOE regarding professional development responsibilities
- Assists administrators and supervisors with employee appraisals
- Assists and supports administrators and supervisors who have identified employees who do not meet performance expectations
- Maintains records of inservice points earned by employees for professional growth and for recertification
- Plans, coordinates, and delivers professional development for non-instructional employee groups
- Serves on community boards as requested
- Chairs committees as required
- Attends workshops or other appropriate training on related issues
- Represents Human Resources on screening and interview committees for administrative and P/T/S positions
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/04 AK; BOARD APPROVED: 4/14/04; REVISED: D&R AND PQs 7/09 RAS; REVISED FORMAT, TITLE, MINIMUM QUALS, PREFERRED, MF, ER, ADA, 3/13 LM; BOARD APPROVED: 10/22/13

DIRECTOR, PROFESSIONAL DEVELOPMENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Professional Development – ADM