



COMPUTER USING EDUCATORS, INC.
Job Description

Title: Professional Development Coordinator
Status: Exempt (not subject to overtime)
Supervisor: Director of Operations (Evaluations)

Position Summary: Coordinator is responsible for all non-conference professional development programs and partnered events. This includes, but is not limited to, development, coordinating, marketing, speakers, and accounting.

Qualifications: Experience in professional development for K-20 education is required. Must have a current, valid teaching credential, be a member of college faculty, or have requisite K-20 experience within the past 5 years. Must have 2-3 years recent experience leading professional development to educators. School or district administration experience is a plus. Leading Edge Certification, Apple Distinguished Educator, Google Certified Teacher, DEN Star Teacher, or similar recognitions are a strong plus.

PRINCIPAL TASKS

- Oversee non-conference professional development programs and partnered events
- Main point of contact for professional development consultants.
- Coordinates Webinars.
- Produce workshops.
- Oversees income and expenses.
- Manage CUE Professional Development curriculum
- Recruit and evaluate CUE Lead Learners (speakers).
- Oversee CUE Lead Learner Community.
- Manage CUEtoYOU social marketing such as twitter.
- Prepare word processing, spreadsheet, and database projects.
- Present at least one CUEtoYOU event or other CUE workshop per fiscal quarter.
- Research and prepare reports
- Press releases as assigned.
- Other duties as assigned.

Other Essential Functions: Regular and punctual attendance and dependability in meeting commitments and deadlines are essential functions of this position. Must be available and willing to work overtime when needed and on occasion, a flexible

schedule. May be required to drive to client or vendor sites. Will be required to travel for conferences and overnight time away.

Physical and Mental Requirements: The physical demands described here are representative of an employee to successfully perform the essential functions of the job, including but not limited to: ability to sit for prolonged periods, operate a computer and telephone, work effectively when working in isolation, work effectively as a part of a virtual team and concentrate on a variety of details when faced with interruptions and changing work priorities. Specific physical abilities include: the employee is regularly required to stand, walk, sit and occasionally is required to lift and/or move up to 25 pounds.

Received by _____ Date _____