**Purpose Statement**

The job of Director of Staff Development was established for the purpose/s of planning, implementing and maintaining a program of professional development for District personnel which conforms to district and state objectives; serving as a resource to other school personnel; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines. This position also coordinates the district Beginning Teacher Support and Assessment Program.

This job reports to Assistant Superintendent - Educational Services

**Essential Functions**

- Collaborates with others (e.g. district personnel, personnel from other districts, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.

- Coordinates the Beginning Teacher Support and Assessment Program (BTSA) for the purpose of fostering staff growth and ensuring program compliance.

- Coordinates with other district personnel (e.g. 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.

- Designs services (e.g. training, programs, materials, etc.) for the purpose of implementing professional development program activities that address training needs of the District.

- Develops long and short range plans/programs for the purpose of ensuring that district resources are effectively utilized.

- Facilitates school and district planning sessions as requested (e.g. site improvement plans, strategic planning, goal setting, etc.) for the purpose of meeting district objectives and ensuring the availability of professional development programs.

- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.

- Monitors professional development services (e.g. consultants, course outcomes, staff training, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.

- Schedules and publicizes staff development activities according to established guidelines for the purpose of promoting professional development.

**Other Functions**

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: plan and manage projects; use pertinent software applications; utilize efficient written and oral communications; use effective interpersonal skills; present before an audience; and prepare and control budgets.
KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; develop, implement and maintain teacher support and training programs; utilize CFASST programs, services and guidelines; understand District curriculum and content standards; understand District organization, operations, policies and objectives; apply principles and practices of administration, supervision and training; provide training and work direction; apply appropriate codes, laws, regulations, policies and procedures; operate a computer and assigned software and maintain records and prepare reports.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapt to changing work priorities; display tact and courtesy; establish and maintain effective working relationships; maintain confidentiality; meet deadlines and schedules; set priorities; work as part of a team; assess, consult, and train teachers to enhance educational skills; serve as a resource concerning program services and activities; facilitate department and program goals and objectives; analyze situations and adopt an effective course of action; supervise performance of assigned personnel and maintain consistent and punctual attendance.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience
Job related experience with increasing levels of responsibility is desired.

Education
Bachelors degree in job related area.

Equivalency
None Specified

Required Testing
None Specified

Certificates & Licenses
California Administrative Credential
California Teaching Credential
Valid Driver’s License

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance

Continuing Educ. / Training
As needed

FLSA Status
Exempt

Approval Date
11/13/2006

Salary Grade
Certificated Management VII