

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF STAFF DEVELOPMENT

**QUALIFICATIONS:**

- (1) Master's Degree with Florida certification in administration / supervision, administration, school principal, professional school principal, educational leadership, or any instructional area.
- (2) Five (5) years of successful teaching experience.
- (3) Computer proficiency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Broad knowledge of all instructional areas. Interpersonal skills. Training skills. Technology skills. Organizational skills. Knowledge of budgeting. High stress tolerance. High energy level. Ability to plan, implement, and follow-up. Public speaking ability. Good listener. Good presentation skills.

**REPORTS TO:**

Deputy Superintendent

<p><b>JOB GOAL</b></p> <p>To provide professional growth experiences for all personnel which will enable them to positively impact student learning.</p>
--

**SUPERVISES:**

Assigned Support Personnel

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**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 those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

**DIRECTOR OF STAFF DEVELOPMENT (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Supervise and work cooperatively with the secretary for the staff development department to assure that all information, records and materials are correct and disseminate as appropriate in a timely manner.
- \* (2) Plan, organize and implement training activities and programs for all District initiatives.
- \* (3) Develop, keep current and implement the Gadsden District Human Resource Management and Development System (HRMD) for the Districts preparing new principals program.
- \* (4) Plan, organize, schedule, provide and coordinate the two-year training process for the HRMD core training applicants.
- \* (5) Provide training in the use of the HRMD program for principals, directors, supervisors, coordinators and any other appropriate personnel.

**Interagency Communication and Delivery**

- \* (6) Interpret staff development programs, objectives, and needs to the District staff, School board, principals, school facilities, civic and parent groups, teacher training institutions and others.
- \* (7) Plan with directors, principals, teachers and other personnel to establish training needs for local schools and future goals for all personnel.
- \* (8) Arrange for training activities for administrators directors, and other staff personnel based on their identified professional growth needs or the District established priorities.
- \* (9) Develop and keep current the program for certifying substitute teachers for the District and arrange for the necessary training activities.
- \* (10) Coordinate the training initiatives of all other District personnel (e.g., directors, school personnel, parents, and the like) through the record keeping process.
- \* (11) Develop, keep current and implement the Gadsden District Professional Orientation Plan (to include the state competencies) for beginning teachers.
- \* (12) Coordinate the National Board Certification (NBC) process and work closely with teachers who enter the rigorous process which includes extensive professional growth experiences for the applicants.

**Professional Growth and Improvement**

- \* (13) Develop a training budget for allocated funds based on the prioritized needs of the District.
- \* (14) Coordinate the revision of the personnel assessment forms, submit annual updates to the State Department of Education and provide appropriate training in the use of the instruments for applicable personnel.
- \* (15) Provide the necessary training to appropriate personnel to assist with proper implementation of the professional development system.
- \* (16) Receive, disseminate to directors, collect, sign, return to universities the appropriate forms and keep records of student teachers on file for future reference.
- \* (17) Plan celebrations for teachers who complete the NBC process and appropriate recognition for those who actually receive national board certification.
- \* (18) Coordinate the pre-service program in the District by working with District directors and colleges and universities personnel to provide field experiences for student teachers within the District.
- \* (19) Develop, keep updated and present annually to the School Board, the Gadsden District Master Plan for Staff Development.
- \* (20) Provide training on the annual update for the Master Plan to directors, principals, curriculum coordinators, school facilities and others as needed.
- \* (21) Conduct annual evaluations of the Master Plan for Staff Development as it relates, and revise as necessary to better meet the needs of the District.
- \* (22) Conduct annual evaluations of the HRMD program and revise process as necessary.
- \* (23) Conduct annual evaluations of the professional development plan process.

**DIRECTOR OF STAFF DEVELOPMENT (Continued)****Systemic Functions**

- \* (24) Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- \* (25) Demonstrate support for the District's goals and priorities.
- \* (26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (27) Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- (28) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \* (29) Work with secretary for the department to develop and set guidelines for record keeping procedures for training records of all personnel.
- \* (30) Establish goals and objectives for training programs and projects for District-wide initiatives.
- \* (31) Develop guidelines for the use of training funds and monitor the proper use of funding through the record keeping process.
- \* (32) Develop, keep current and monitor the appropriate use of the Gadsden District Professional Development System in connection with the use of training funds.
- \* (33) Set criteria for participation in the HRMD program, arrange for the screening activities, and select persons for the program based on criteria.
- \* (34) Provide opportunity for qualifying persons to document competencies necessary for principal certification under the supervision of trained, competent principals.

\*Essential Performance Responsibilities