

Job Description: Director of Professional Development



Position Title:

Director Professional Development

FLSA Status:

Exempt

Salary Grade

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to provide leadership, direction, monitoring, feedback, and performance evaluation processes for the Professional Development Department and staff and to direct the in-service and pre-service (as appropriate) professional learning content and strategies for instructional and non-instructional personnel of the school district to ensure alignment and unity with the following:

- * Florida Professional Development System Evaluation Protocol Standards
- * District Strategic Plan Priorities
- * District Staff Performance Evaluation Systems
- * Florida State Statutes and Florida State Board of Education Rules Related to Professional Development.

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Essential Functions of this Job

Develops and implements a comprehensive Professional Development System, including the Master In-service Plan. Plans, develops, directs, implements, and coordinates a staff professional learning program for the System as outlined in the Florida Professional Development System Evaluation Protocol Standards. Those standards describe Florida school districts' expectations regarding Planning, Learning, Implementing, and Evaluating professional learning processes at the Educator, School, and System levels. Coordinates professional learning with other departments, educational institutions, and interested groups. Serves as the central entity for coordinating and communicating professional learning opportunities, funding sources, consultants, and professional learning results. Directs the development and implementation of professional learning processes and content to support the successful implementation of all district personnel evaluation systems. Serves as university liaison for advanced degree programs. Coordinates the development of professional learning cadres as appropriate and the utilization of consultative services. Directs the preparation and administration of the Professional Development budgets. Manages the district's Title II-A Grant. Prepares reports and other correspondence relating to the Professional Development Department. Directs and supervises administrative, professional/technical, and support personnel in the Professional Development Department and evaluates their performance. Requires other staff in the Professional Development Department who are primarily responsible for determining and implementing teacher professional learning content, processes, and programs. Work closely with the Superintendent to determine the professional development priority needs for instructional staff

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to apply Florida's Professional Development System Evaluation Protocol Standards and Learning Forward (National) Professional Learning Standards. Significant knowledge of the Florida Educator Accomplished Practices (FEAPs). Considerable knowledge of the principles and practices of the district, school, and educator-level professional learning processes. Significant knowledge of the school system and its subsystems. Significant understanding of Florida's High Effect Size Strategies for Instructional and Leadership Staff. Significant knowledge of Florida's Common Language of Instruction. Extensive knowledge of contemporary research about effective professional learning practices and instructional practices. Extensive knowledge of the principles and techniques of organizing and administering a large-scale school system professional learning program. Ability to analyze data and arrive at sound conclusions. Ability to express oneself effectively, orally and in writing. Ability to effectively communicate with multiple and varied district shareholders and plan, implement, and evaluate professional learning experiences for staff. Considerable knowledge of professional learning organizations such as Learning Forward, Association for Supervision and Curriculum Development (ASCD), and other nationally known professional learning resource groups. Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's degree. Certification in Educational Leadership or Administration and Supervision. Demonstrated successful teaching experience. Experience as a school-based administrator is preferred. A Master's degree in the Human Resource field directly related to professional development will be considered instead of a Master's degree in Educational Leadership or Administration and Supervision. Considerable experience in planning, facilitating learning, implementing, and evaluating professional learning programs in an educational organization.

Work Context:

Requires sitting and some standing, walking, and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the System. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move, and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and worksites within the System.

Local Code:

9000

EEO5:

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Approval Date:

Date Last Revised: 4/18/2022

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.