

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Director of Professional Development
Prepared Date: 7/2/2018
Revised Date: 9/1/2021
Work Year: 220 days
Department: Learning Services
Reports To: Assistant Superintendent of Teaching and Learning Services
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Director of Professional Development performs a variety of supervisory and administrative tasks in directing the staff development activities in the Pueblo School District 60 system. Director is responsible for assessing system-wide staff development needs, setting specific goals, developing training programs to meet specified needs, and evaluating the effectiveness of implemented programs. Director assists individual schools and individual teachers with performing the same steps at a school or department level. Director also assists schools and individuals with identifying existing internal and external development opportunities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's Degree in Education or related field
- Five (5) years of experience in education as Teacher, Instructional Coach, or Building Administration
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's Degree
- Valid Colorado Principal or Administrator License within 60 days of hire

KNOWLEDGE AND SKILLS:

- Exceptional knowledge of data-driven instructional practices
- Exceptional knowledge of observation feedback processes and coaching strategies
- Knowledge of adult learning theory and effective professional learning structure and approaches
- Knowledge of content and pedagogy best practices
- Ability to work collaboratively and individually on assigned tasks
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Possess leadership, initiative, and student advocacy skills
- Knowledge of Management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative
- Ability to plan programming and ability to establish and manage budgets
- Knowledge and understanding of Common Core and Colorado State Standards, K-12 curriculum, program development and evaluation, child growth and development, effective instructional strategies, classroom management, assessment and diagnosis, and research related to learning
- Knowledge of national, state, and District educational trends and goals

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Collaborate with the Assistant Superintendent of Teaching and Learning Services,

executive directors, and content district specialists to implement district professional development in strategic areas

- Coordinate the New Teacher Induction Program for the purpose of fostering staff growth and retention
- Develop and coordinate the New Principal/Administrator Induction Program for the purpose of fostering administrator growth and retention
- Assist staff members with CDE Licensure questions and processes
- Coordinate 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
- Design professional learning (e.g. training, programs, materials, etc.) for the purpose of implementing professional development program activities that address training needs of the District for both teachers and leaders
- Develop long and short range plans/programs for the purpose of ensuring that district resources are effectively utilized
- Monitor 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
- Monitor 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
- Research a variety of information (e.g. courses materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs
- Schedule and publicize staff development activities according to established guidelines for the purpose of promoting professional development
- Oversee the maintenance of the online professional development system
- Ensure that Pueblo School District 60 maintains a high standard of Professional Development services that meet CDE standards and align with the National Staff Development Council standards
- Provide leadership in integrating equity into district instruction, curriculum, assessment, and staff development efforts and monitoring of department in charge of equity efforts
- Serve as the district leadership team liaison for the District Accountability Committee
- Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Prepare a wide variety of written materials (e.g. reports, specific correspondence) for the purpose of documenting activities, providing written reference, and/or conveying information
- Research a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs
- Create engaging professional development formats and presentations for both teachers and leaders

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Assistant Superintendent of Teaching and Learning Services

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5-8 hrsper day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.