

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

SUPERVISOR OF STAFF DEVELOPMENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Enrolled in course work and working toward certification in Educational Leadership, School Principal or Professional School Principal.
- (3) Training and/or experience in staff development, instructional design, or human resource development.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of staff development, job analysis, adult learning theory, certification, and State Board of Education Administrative rules. Advanced interpersonal skills. Ability to develop and present training programs. Knowledge of computer use and accompanying skills. Ability to communicate effectively orally and in writing.

REPORTS TO:

Director of Staff Development

JOB GOAL

To develop, produce, locate, and deliver, for all District employees, professional development programs and opportunities which are consistent with and supportive of the vision and mission of the District and the enhancement of student learning.

SUPERVISES:

Assigned Staff Development Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Coordinate the planning, implementation, and evaluation of the District's human resources development programs to ensure that the District will realize maximum value from each of its employees through training and other developmental activities.
- * (2) Assist in budgeting for resources to meet identified training needs and plans.
- * (3) Participate in planning and implementing curriculum initiatives to assure in-service support.
- * (4) Support the development of a Master In-service Plan in accordance with Florida law, State Board rule, and needs of the School District.
- * (5) Direct and coordinate staff development activities.
- * (6) Train staff development deliverers and administrators.
- * (7) Provide assistance to schools and departments in designing, scheduling, and delivering appropriate staff development for identified needs.

SUPERVISOR OF STAFF DEVELOPMENT (Continued)

- * (8) Select, preview, evaluate, and disseminate recent and relevant professional materials.
- * (9) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

Communication

- * (10) Maintain contact with other school districts, governmental agencies, and professional management associations in the area of staff development.
- * (11) Collaborate with other departments and divisions.
- * (12) Use effective communication strategies to interact with a variety of audiences.
- * (13) Respond to inquiries and concerns in a timely manner.

Proactive Orientation

- * (14) Exercise proactive leadership in promoting the vision and mission of the District.
- * (15) Demonstrate initiative in fulfilling performance responsibilities.
- * (16) Anticipate problems and design processes or procedures for dealing with them.

Critical Thinking

- * (17) Provide leadership for conducting periodic assessment of training needs for administrative, instructional, non-instructional, and support personnel throughout the District.
- * (18) Establish and manage procedures to periodically evaluate staff development activities and to make modifications as appropriate.
- * (19) Assist in the development of administrative guidelines for staff development.
- * (20) Assist in the development of policies of staff development.

Continuous Improvement

- * (21) Set high standards and expectations for self and others.
- * (22) Keep well-informed about current trends and best practices in human resources development.
- * (23) Keep abreast of laws, regulations, and policies related to staff development.
- * (24) Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned area of responsibility.
- * (25) Assist school and District staff in keeping abreast of issues and requirements in assigned area.
- * (26) Promote and support professional development for self and others.

Facilitation

- * (27) Serve as a resource person to personnel concerning professional growth and development and related staff development activities.
- * (28) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (29) Facilitate problem-solving by individuals and groups.

SUPERVISOR OF STAFF DEVELOPMENT (Continued)

Managerial

- * (30) Support the development and maintenance of a master calendar for all staff development activities throughout the District.
- * (31) Supervise specially funded in-service activities.
- * (32) Provide leadership and oversight for collaborative teacher education activities.
- * (33) Prepare or supervise the preparation of all required reports and maintain all appropriate records.

Constancy of Purpose

- * (34) Participate in school advisory, business, and community groups and activities.
- * (35) Serve on committees, councils, and/or task forces.
- * (36) Exhibit support for the District's vision, mission, goals, and priorities.
- * (37) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (38) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness

- * (39) Make and share decisions in a timely manner.
- * (40) Respond quickly to emergency situations.

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

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised 10/5/04