



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Coordinator, Leadership Development
<b>CONTRACT YEAR:</b>	Twelve Months
<b>SALARY BAND:</b>	C
<b>BARGAINING UNIT:</b>	ESMAB

### QUALIFICATIONS

**EDUCATION:** An earned master's degree from an accredited institution, in ~~Educational Leadership or Administration and Supervision and a Florida Certificate indicating level two Principal certification.~~ Doctorate preferred.

**EXPERIENCE:** A minimum of four (4) years within the last eight (8) years of administrative experience in a field related to the position.

### ADDITIONAL QUALIFICATIONS

**REQUIRED:** Florida certification in administration and supervision or educational leadership. Florida Certificate indicating level two Principal certification. Experience as a school-based administrator. Demonstrated knowledge of adult learning principles and strategies and their use in developing, implementing, and monitoring targeted professional learning for aspiring and current educational leaders. Demonstrated knowledge of designing and monitoring outcome measures to evaluate program success. Computer skills are required for the position.

Possess strong interpersonal skills with the ability to communicate effectively with a variety of audiences in written and oral form.

**PREFERRED:** Bilingual skills are preferred. Grant writing experience is preferred.

**REPORTS TO:** Director, Leadership Development

**SUPERVISION:** This position supervises staff as assigned

**POSITION GOAL:** Primary responsibility is to design and facilitate leadership development programs, and professional learning for district and school-based personnel including as well as evaluating and monitoring the effectiveness of professional learning provided.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Coordinator, Leadership Development shall carry out the performance responsibilities listed below.**

1. Collaborate with the Director of Leadership Development to design and execute a comprehensive strategy for the professional learning of school and District leaders in alignment with current research and the District's Strategic Plan.
2. Assist in developing, monitoring, and coordinating on-going professional learning opportunities for aspiring administrator, school and district leaders that are consistent with the District's needs and initiatives.
3. Coordinate leadership and mentoring programs and induction programs for newly appointed administrators.
4. Implement leadership recruitment, succession planning, and retention strategies for high performing leaders.
5. Communicate with governmental agencies, institutions of higher education, and professional organizations in the area of leadership development.
6. Assist in providing supervision and leadership in developing and conducting the assessment and evaluation of leadership courses and programs.
7. Research and develop grant proposals to support innovations in leadership development.
8. Develop administrative procedures and policies for leadership development in alignment with Florida Statutes and Administrative Rules.
9. Review current developments, research, and technical sources of information related to job responsibilities to determine leadership demands and benchmark programs with other districts.
10. Maintain professional relationships and communication with school and District leaders.
11. Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
12. Participate successfully in training programs offered to enhance skills and proficiency related to job responsibilities.
13. Perform other duties as assigned by the Director of Leadership Development or their designee.

**SIGNIFICANT CONTACTS- frequency, contact, purpose and desired end result:**

Works with aspiring leaders and school-based administrators, to ensure high quality leadership development programs and professional learning for school-based and District 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 School Board.

**FLSA OVERTIME CATEGORY:**

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15