



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Professional Development Specialist  
**JOB CODE:** NEW  
**CLASSIFICATION:** Non-Exempt  
**PAY GRADE:** 23  
**BARGAINING UNIT:** BTU-TSP  
**REPORTS TO:** Director, or Designee  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

Under the direct supervision of the assigned Administrator, the Professional Development Specialist will facilitate training/professional development functions including organizing, scheduling, implementing and monitoring all related training and professional development activities.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Professional Development Specialist shall carry out the performance responsibilities listed below.**

- Assist in planning and organizing the implementation of training or professional development activities for District and school-based staff.
- Plan and coordinate the scheduling and delivery of training programs based on identified competencies and requests from the various stakeholder groups.
- Arrange training and/or technical assistance for staff as needed.
- Collect and organize data to monitor effectiveness of training programs and provide follow-up.
- Serves as project manager for major professional development initiatives, coordinating efforts between and amongst staff and departments to meet professional development project objectives and ensure project deliverables are met.
- Provide training or professional development on pedagogical skills or information related to various district priorities.
- Develop seamless processes in functional areas that create cohesion and relevance to the department work as a component of the district's continuous improvement process.
- Develop and document process flow artifacts to improve communication internally and externally.
- Plan, meet, and coordinate with various stakeholders to ensure desired programmatic licensure outcomes are met.
- Ensure adherence to the standards of professional learning, and the district Professional Learning System.
- Review and evaluate the training and implementation of district-wide professional learning to enhance support systems, and support to professional development providers.
- Understand and communicate the district model for design, delivery, and facilitation of professional learning.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum of three (3) years within the last five (5) years of experience and/or training in a field related to the title of the position.
- Experience developing and delivering training in a business or similar environment.
- Possess the technological skills to efficiently utilize the various professional learning systems.
- Possess writing skills needed to review and apply for current grant opportunities related to the job responsibility
- Effective verbal, written, and interpersonal communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Prior experience providing training or professional development or continuous improvement initiatives.
- Bilingual skills.

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

Frequently works with school-based and district administrators, instructional and non-instructional personnel to coordinate effective training support.

**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.

**EVALUATION:**

Performance will be evaluated in accordance with Board policy.

In accordance with School Board policy 4010, it is requested that the education, experience and skill qualifications outlined in the job description adopted by the School Board on April 24, 2018, be waived for actively employed Staff Assistants being reclassified into the Professional Development Specialist job.

Board Approved: