

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Director, Professional Development Support
CONTRACT YEAR:	Twelve Months
SALARY BAND:	D
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned doctorate degree from an accredited institution.

EXPERIENCE: Minimum of five (5) years, within the last ten (10) years, of progressively more responsible leadership experience and/or experience in the field related to the title of the position.

MINIMUM QUALIFICATIONS

EDUCATION: An earned master’s degree from an accredited institution.

EXPERIENCE: Minimum seven (7) years, within the last twelve (12) years, of progressively more responsible leadership experience and/or training experience in the field related to the title of the position.

ADDITIONAL QUALIFICATIONS

REQUIRED: ~~Requires Florida certification in Educational Leadership or other appropriate certification relevant to Human Resource Development.~~

Florida certification in Administration and Supervision or Educational Leadership or program certification in an area of Human Resource Development or Human Capital Systems Management. Demonstrated expertise in the planning, delivery, follow-up and evaluation of programs for adults. Computer Technology skills as are required for the position.

PREFERRED: Florida certification in an academic area and Educational Leadership or other appropriate certification relevant to Professional Development or Human Capital Systems Management. Bilingual skills preferred.

Research and assessment experience, grant writing experience and progressively more responsible, successful administrative experience.

REPORTS TO: Assistant Superintendent, Human Resource Development Chief, Office of Talent Development

SUPERVISES: Coordinator, Quality Support, Staff Assistants, Teachers on Special Assignment, and other staff as may be assigned. Staff as assigned to the Department of Professional Development Support

POSITION GOAL: Provide leadership within Human Resource Development to advance staff Provide leadership in the development, support, communication and continuous improvement of high quality research-based professional development. In addition, to ensure all professional development, by expanding methods of dissemination is delivered, implemented, monitored, and evaluated at the highest levels of quality, as determined by its impact on students and/or job performance. and delivery of professional development to all employees.

Ensure the quality of professional development by providing overseeing a research and standards based Broward Professional Development System and Master In-service Plan which is aligned to National Staff Development Council Standards from Learning Forward (national professional learning organization) and the Florida professional Staff Development System Evaluation Protocol. Ensure the Professional Development Management System supports the Professional Development System (Learning System) with access to professional learning, coordinated records and reporting structures.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Professional Development Support shall exercise independent judgment to:

- ~~1. assist in formulating and instituting policies and standards applicable to bargaining unit employees by directing the implementation of the Broward~~

- ~~Professional Development System and the Master Inservice plan and ensuring alignment with national and state standards.~~
- ~~2. facilitate the effectiveness of the Professional Development Coordinating Council to support and influence department services to improve alignment with District development needs.~~
 - ~~3. ensure the effectiveness of professional development by supervising the initial design and subsequent improvements to the Professional Developer's Program and overseeing program evaluation of all professional development programs.~~
 - ~~4. ensure the quality of professional development throughout the district by overseeing the application of established processes and guidelines through centralizing development offerings, managing communication of available development resources, and centralizing storage of employee development history.~~
 - ~~5. ensure continuous improvement in the development and support of professional development teams by consulting with and obtaining feedback from school-based and district administrators.~~
 - ~~6. identify opportunities for alternative delivery resources of professional development by researching available media and establishing viable recommendations.~~
 - ~~7. provide leadership to the district in the use of technology to support professional development.~~
 - ~~8. ensure the effectiveness of assigned staff by developing and communicating department goals, work standards; monitoring work progress against goals, and providing performance feedback.~~
 - ~~9. establish and develop relationships with local, regional, state and national educational institutions, organizations and agencies that demonstrate leadership in professional development.~~
 - ~~10. prepare an annual budget, monitor and report expenditures.~~
 - ~~11. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.~~
 - ~~12. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.~~
 - ~~13. review current developments, literature and technical sources of information related to job responsibility.~~
 - ~~14. ensure adherence to good safety procedures.~~
 - ~~15. follow Federal and State laws, as well as School Board policies.~~
 - ~~16. perform other duties as assigned by Assistant Superintendent, Human Resource Development or designee.~~
 1. assist in formulating and instituting policies and standards applicable to all employees by directing the continuous improvement of the Broward Professional Development System which includes the Master Inservice plan and ensuring alignment with national and state standards.
 2. ensure quality control of professional development by overseeing the application of established processes and guidelines, monitoring and subsequent improvements to the Broward Professional Development System.
 3. ensure the quality of professional development throughout the district through implementing and managing a Professional Development Management System

- that centralizes development offerings, manage communication of available development resources, and centralizes storage of employee development history.
4. facilitate the Professional Development Providers to support the development of high quality learning experiences and influence department services to improve alignment of professional learning with District development needs and intended outcomes.
 5. ensure continuous improvement in the development and support of school and district department Professional Development Teams by consulting with and obtaining feedback from teams and school-based and/or district administrators..
 6. oversee and monitor the support for professional learning communities at every school.
 7. provide leadership to the district in the use of appropriate technology tools to support professional development.
 8. ensure the effectiveness of assigned staff by developing and communicating department goals aligned to District priorities, work standards; monitoring work progress against goals, and providing performance feedback.
 9. establish and develop relationships with local, regional, state and national educational institutions, organizations and agencies that demonstrate leadership in professional development.
 10. prepare an annual budget, monitor and report expenditures.
 11. perform and promote all activities in compliance with equal employment and non- discrimination policies of the School Board of Broward County, Florida.
 12. participate in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
 13. review current developments, literature and technical sources of information related to job responsibilities.
 14. ensure adherence to good safety procedures.
 15. follow Federal and State laws, as well as School Board policies.
 16. perform other duties as assigned by the Chief Talent Development Officer.

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

Works with all levels of employees, up to and including senior management, and collaborates with local, regional, state and national educational institutions, organizations and agencies to ensure the quality of professional development opportunities which support the delivery of quality education for students of Broward County Schools.

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:

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

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

~~PUBLIC RECORDS EXEMPTION:~~

~~Positions assigned to this job description are public records exempt according to provisions of FL§119.071~~

Board Adopted: 12/16/03*

Board Adopted: 2/20/07

Position Factor Listing

Director, Professional Development Support
Point Range: 1045-1214

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 - Immediate workgroup

2 - Outside of immediate workgroup

3 - Assistant/ Associate/Deputy Superintendents

4 - Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Point Factor Listing (cont.)

Director, Professional Development Support
Point Range: 1045-1214

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D2	C4	D	D	D