

Job Title: Professional Development Coordinator

Contract Length: 240 Days

I. Job Summary

Position is responsible for developing, coordinating, and presenting professional development programs and sessions to facilitate the achievement of district mission and vision. Position consults with and advises administrators regarding the design of staff development programs; establishes learning objectives; develops training materials; coaches employees; and assesses the impact of training sessions.

II. Position Requirements

- a. Five (5) years administrative experience
- b. Certification by the Kentucky Department of Education as prescribed to Instructional Supervisor

III. Essential Duties

1. Consults (meetings, surveys, etc.) with administrators, principals, teachers, and other certified employees to determine current and anticipated professional development needs.
2. Establishes learning objectives and goals for staff development sessions and develops training outlines and timelines.
3. Determines the most appropriate instructional method, utilizing knowledge of specified training needs and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training, and transfer techniques.
4. Selects or develops appropriate training materials such as handouts, training handbooks, demonstration models, multimedia visual aids, and reference works.
5. Encourages participation in and communicates upcoming staff development initiatives and activities.
6. Schedules training sessions, develops registration procedures, ensures that the facility is setup, ensures that employees are notified, and coordinates other practical elements involved with planning professional development activities.
7. Designs and presents staff development sessions to different employee groups covering specific areas such as leadership development, instructional best practices, and school improvement initiatives.
8. Approves or denies professional development requests.
9. Coaches and supports employees with developing their skills and improving job performance.
10. Collects and reviews evaluations of each training session, prepares related reports, and recommends improvements.

11. Serves as a resource to the Instructional Services department and schools and advises/supports principals and teachers with developing in-service programs.
12. Serves as a resource to teachers, administrators, and other staff to identify and access professional literature, training materials, and training opportunities.
13. Oversees the maintenance of a database containing records of professional development initiatives.
14. Models nondiscriminatory practices in all activities.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Professional Development Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the superintendent.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Approved by the Board: