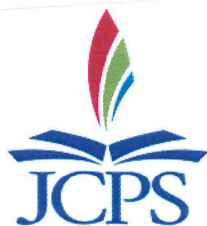


# DELETE

# Effective 1/01/19



NEW:

07/01/2016

JOB TITLE:	PROFESSIONAL DEVELOPMENT SPECIALIST
DIVISION	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	IV/Grade 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4182
BARGAINING UNIT:	CERX

## SCOPE OF RESPONSIBILITIES

Provides district-wide support and technical assistance in the areas of certified and classified professional development; oversees and promotes the National Board Certification program for teachers, surveys system-wide professional development needs; collaborates with other departments to plan, implement and monitor effectiveness of professional development sessions; remains current on educational trends, regulations and legislation to insure program remains competitive and in compliance; organizes and monitors professional development credit for certified and classified employees.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and/or assists in short-range and long range professional development plans for the district

Works cooperatively with supervisor and other district personnel to assess and address district priorities and needs in the areas of professional development for certified and classified staff

Researches past and current practices in the technical aspects of effective professional development and integrates research into all areas of responsibility

Coordinates logistics for district-wide professional development; including the maintenance of a system calendar

Provides technical assistance to district and school staff in the area of professional development to include effective registration and evaluation of PD using PD Central

Attends all state training sessions related to professional development and understanding of proper use of Title 11 funds

Assures compliance with local, state and federal regulations and procedures related to professional development

Assures compliance with JCPS Mission and Vision related to unit responsibilities

Performs other duties as assigned by the Director of Administrator Recruitment and Development

## PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, and driving automotive equipment.

## MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration (Principal Certification)

Three (3) years successful experience in local school administration

Effective written and verbal communication skills

## DESIRABLE QUALIFICATIONS