

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## COORDINATOR OF STAFF DEVELOPMENT

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida certification in Educational Leadership, Administration and Supervision or School Principal.
- (3) Five (5) years experience in education.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws regarding personnel services. Knowledge of Florida funding and budgeting. Ability to communicate orally and in writing. Ability to plan, supervise, organize, schedule and solve problems. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to make presentations to a wide variety of audiences.

#### REPORTS TO:

Director of Human Resources

#### JOB GOAL

To provide a comprehensive, high quality staff development program to ensure the district will realize maximum value from each of its employees through training and other developmental activities.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Direct and coordinate the planning, implementation and evaluation of the staff development program.
- \*(2) Direct and manage all staff development activities, including the district's management training program.
- \*(3) Oversee the development and maintenance of a master calendar for all staff development activities throughout the district.
- \*(4) Oversee the maintenance of staff development records.
- \*(5) Assist with the program for inservice incentive bonuses.
- \*(6) Coordinate the development of the Master Inservice Plan.
- \*(7) Develop programs to meet identified training needs.
- \*(8) Assist teachers to meet English for Speakers of Other Languages (ESOL) and out of field requirements.
- \*(9) Coordinate programs for future and current administrators.

- \*(10) Develop appropriate manuals as needed to implement School Board policies, state statutes, and State Board of Education rules.
- \*(11) Prepare and present oral and written reports to the public and the school district.
- \*(12) Direct the planning, implementation and evaluation of the district's staff development program.
- \*(13) Develop and monitor appropriate grants.

#### **Inter/Intra-Agency Communication and Delivery**

- \*(14) Maintain contact with other school districts, colleges and universities, governmental agencies and professional management associations in the area of personnel management.
- \*(15) Collaborate with Instructional Services to conduct periodic assessments of training needs for administrative, instructional, noninstructional and support personnel throughout the district.
- \*(16) Serve as a resource person to personnel concerning professional growth and development and related staff development activities.
- \*(17) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(18) Respond to inquiries and concerns in a timely manner.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(21) Provide oversight and direction for cooperative planning with other agencies.
- \*(22) Assist in the interpretation of programs, philosophy and policies of the district to staff, parents and the community.
- \*(23) Work closely with district and school staffs to support school improvement initiatives and processes.

#### **Professional Growth and Improvement**

- \*(24) Maintain a network of peer contacts through professional organizations.
- \*(25) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \*(26) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(27) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(28) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

#### **Systemic Functions**

- \*(29) Assist in the preparation of the School Board meeting agenda and prepare appropriate reports.
- \*(30) Represent the district in a positive and professional manner.
- \*(31) Develop the department budget and monitor its implementation.
- \*(32) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(34) Develop annual goals and objectives consistent with and in support of district goals and priorities.

**Leadership and Strategic Orientation**

- \*(35) Provide leadership and direction for assigned areas of responsibility.
- \*(36) Assist in implementing the district’s goals and strategic commitment.
- \*(37) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(38) Set high standards and expectations and promote professional growth for self and others.
- \*(39) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(40) Collaborate with schools and departments and contribute to the planning and operation of the district.
- \*(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**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.

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**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 district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

[Board Approved: 10/12/10](#)