



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Quality Instruction	Office of Teaching and Learning	Director of Talent Development

<b>Position No:</b> 64008	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD11	<b>Date Approved:</b> 5/10/16
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 6/20/16

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's degree or higher, Master's degree preferred.</li> <li>2. Valid Florida Teacher Certification, Educational Leadership preferred.</li> <li>3. Minimum of five (5) years of experience in education.</li> <li>4. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Plans and delivers staff development workshops.</li> <li>2. Collaborates to develop quality training activities of curriculum resource specialists in reading, language arts, mathematics, science and technology.</li> <li>3. Collaborates to establish goals and objectives for the Staff Development Department in compliance with Federal and State regulations and School Board policies.</li> <li>4. Monitors compliance with State and local regulations in relation to Staff Development.</li> <li>5. Develops and implements Master Inservice plan consistent with State Board Regulations under the supervision of the Director of Talent Development.</li> <li>6. Plans, organizes, and implements inservice projects and training.</li> <li>7. Interprets and communicates information regarding staff development.</li> <li>8. Conducts annual on-going needs assessment and analyzes data for development of future programs.</li> <li>9. Collaborates with the Director of Talent Development to administer State mandated programs including but not limited to the Teacher Induction Program, Summer Inservice Institute, and others.</li> <li>10. Prepares such reports, plans, and/or documents as may be requested or required.</li> <li>11. Evaluates programs conducted for the Staff Development Department.</li> <li>12. Maintains records of programs which are the responsibility of the Staff Development Department as well as inservice points earned by personnel.</li> <li>13. Assists with the interviews, screenings, and recommendations for the employment of personnel assigned to the Staff Development Department; supervises and evaluates personnel assigned.</li> <li>14. Prepares and administers program budget.</li> <li>15. Represents the district for all matters concerning Staff Development.</li> <li>16. Articulates with administrators and departments to determine needs.</li> <li>17. Performs such other duties and responsibilities as may be assigned by the supervisor.</li> </ol>
PHYSICAL DEMAND CLASS:
<p>Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.</p>