

JOB TITLE	DEPARTMENT	REPORTS TO
Director of Talent Development	Office of Teaching and Learning	Chief Academic Officer

Position No: 64005	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 5/10/16
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Certificate in Administration and Supervision or Educational Leadership. 2. Minimum of five (5) years of experience in education. 3. Three (3) years as a principal preferred. 4. School Principal Certification preferred. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Responsible for the design, delivery, implementation, and ongoing improvement of all professional development services including the development of instructional leaders at the principal and assistant principal level and instructional positions. 2. Administers State mandated programs including but not limited to Principal Certification and the Leadership Development Program(s), new teacher support, and others. 3. Works with the Chief Academic Officer and other Executive Level personnel in the screening and selection of assistant principal and principal positions, instructional coaches, and staff development positions. 4. Conducts annual on-going needs assessment and analyzes data for development of future programs. Convenes key stakeholders on an ongoing basis to contribute to the design of Professional Development Programs. 5. Actively participates in staff and other district meetings to maintain alignment between all divisions and the work supporting the development of school leaders. 6. Continues to extend the knowledge of related research, best practices, and available resources to support program design and improvement of the Florida School Leader Assessment (FSLA) and the District Leadership Assessment (DLA) and Florida Educator Accomplished Practices (FEAPs) 7. Assists administrative, supervisory, and school-based personnel in implementing instructional programs, monitoring curriculum, and identifying instructional materials. 8. Establishes goals and objectives for the Staff Development Department in compliance with Federal and State regulations and School Board Policies. 9. Conducts and supervises all activities related to Staff Development in compliance with State and local regulations. 10. Develops and implements Master Inservice Plan consistent with State Board Regulations. 11. Serves as liaison between the system and collaborating colleges, universities, State Department of Education, and appropriate professional organizations concerning issues relative to Human Resource Development. 12. Evaluates programs conducted for the Staff Development Department. 13. Prepares and administers program budget. 14. Regularly shares best practices with school and district leaders. 15. Prepares such reports, plans, and/or documents as may be requested or required. 16. Performs any other duties as assigned by the supervisor.
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>