

Union Public Schools Job Description

Job Title: Director of Professional Development
Department: Teaching and Learning
Reports to: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Provide, develop, and organize training opportunities for both certified and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Manages state and federal funds for professional development activities.
- Coordinates with leaders in the areas of curriculum and instruction, human resources, technology, support services, communications and business to identify training needs and address those needs.
- Directs the District's professional development committee.
- Manages the District Professional Development Center to ensure that professional training and resources are available to meet staff needs.
- Expands Leadership Union for leadership and administrator training.
- Assists with the Administrative Retreat organization.
- Assists with New Teacher Induction.
- Develops and arrange training for specific groups including substitute teachers, early childhood aides, EDP employees, clerical staff, etc.
- Ensures compliance with required training requirements concerning Title IX, safety, etc.
- Explores new ways to deliver professional development through video, the WAN, the Intranet, partnerships, and other means.
- Explores and provides training in the latest technology used for presentations.
- Works with various software applications, entering and retrieving data as needed.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Oversee Coordinator of Professional Development. Supervises the equivalent of two or more full-time employees.

QUALIFICATIONS: *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's required; Master's degree and valid Oklahoma Teaching Certificate preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or

complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.