

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Professional Development

QUALIFICATIONS

- Master's Degree or higher in Education with certification in Administration and Supervision or Educational Leadership.
- Certification and/or endorsement in Reading or a commitment to complete the certification or endorsement within two (2) years.
- At least five (5) years of successful teaching experience and at least one (1) year of successful administrative experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's Protocols for Professional Development and the K-12 Comprehensive Reading Plan.
- Knowledge of Florida's State Standards and the ability to interpret and apply Florida laws, statutes, and State Board Rules as they relate to K-12 professional development, curriculum and instruction, assessment, and student progression.
- Knowledge of the state requirements for the add-on certification program for Reading Endorsement and the ability to design and implement a successful Reading Endorsement program.
- Knowledge of the district instructional model and personnel evaluation guidelines.
- Ability to design and deliver relevant professional development to teachers, coaches, and administrators as defined in the K-12 Comprehensive Reading Plan and in support of measurable district and school goals.
- Knowledge of professional development strategies and programs related to Elementary and Secondary curriculum and instruction including scientifically-based researched approaches to reading instruction.
- Knowledge of technology and computer applications as related to instructional integration in classrooms and for teacher and administrator professional development.
- Effective skills in oral and written communications.
- Skill in organization, time management, and the ability to plan, organize, and prioritize.
- Ability to communicate and to work cooperatively with personnel and the public.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Director, Teaching and Learning
SUPERVISES Assigned Teachers on Assignment and Support Staff

POSITION GOAL

To coordinate and provide leadership in the development, implementation, and evaluation of the District's K-12 professional development program, the K-12 Comprehensive Research-Based Reading Plan, and coordinate the implementation of the district's Reading Endorsement Add-on Certification process.

PERFORMANCE RESPONSIBILITIES

1. * Collaborate with the Elementary Curriculum Coordinator, Secondary Curriculum Coordinator, Teaching and Learning personnel, and other district departments to ensure a systemic and structured approach to curriculum, instruction, and professional development K-12.
2. *Collaborate with the Instructional Support division to develop a long-range plan for supporting and delivering the District's professional development program.
3. *Coordinate related communication, implementation, and evaluation of the District's alignment with the Florida Department of Education's Professional Development Protocol.
4. *Coordinate and deliver training to new administrators related to the instructional model and evaluation process.

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5. *Coordinate periodic needs assessments related to professional development offerings for all employees.
6. * Facilitate the final production of the District Master In-Service Plan for professional development.
7. *Coordinate implementation, monitoring, budgeting, and reporting requirements included in the K-12 Comprehensive Reading Plan.
8. *Coordinate the implementation of the district's Reading Endorsement Add-on Certification program.
9. *Coordinate and provide training for district administrators, principals, assistant principals, reading coaches, and teachers to support implementation of the K-12 reading plan, including the required pre-planning in-service.
10. *Coordinate efforts to ensure relevant staff participate in required Department of Education reading training.
11. *Analyze student performance data on a regular basis to support differentiation of instruction based on student performance and articulately communicate findings to all stakeholders.
12. *Provide for efficient and effective management of teachers on assignment and support and/or clerical staff.
13. *Collaborate with K-12 literacy and curriculum specialists and professional development personnel to ensure successful implementation of reading programs and strategies.
14. Perform other duties as assigned by the Director of Teaching and Learning.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$71,237 - \$109,172
 District Salary Schedule
 Months 12
 Annual Days 258
 Weekly Hours 37.5
 Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
 Personnel Category 05
 EEO-5 Line 03
 Function Vary
 Job Code 1413
 Survey Code 64008

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 8, 2014
July 15, 2003
February 9, 1993

ADA Information Provided by Corbet Wilson
 Position Description Prepared by Corbet Wilson