

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0689
Pay Grade: GE07

FLSA: Exempt
PTS

SUPERVISOR, PROFESSIONAL DEVELOPMENT SPECIALIST

REPORTS TO:

Director, Professional Development

SUPERVISES:

Support staff

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and five (5) years of progressively responsible related professional and/or educational experience. Demonstrated experience in organizing and coordinating programs or processes. Master's degree with Florida Certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Five (5) years related professional experience. Demonstrated awareness of contemporary trends and programs in professional development. Demonstrated experience in planning and organizing professional development training. Demonstrated knowledge of the school improvement and quality movement.

PREFERRED:

Master's degree with Florida Certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Background in assessment centers as an evaluator of administrative, leadership and managerial assessments. Knowledge and expertise in adult learning theory. Experience as a school-based administrator.

MAJOR FUNCTION

This is an administrative and supervisory position that reports directly to the Assistant Superintendent, Organizational Instructional and Student Support or designee Director, Professional Development. This position requires leadership responsibility for assisting with the districtwide responsibility for professional development aligned to the district strategic plan. The position also requires leadership for management of the district's professional development. This includes the planning, organization, communication, and evaluation of all program components related to the education and development of all district employees. Responsibility includes the supervision of the professional development staff; and other personnel as assigned by the Assistant Superintendent, Organizational Instructional and Student Support or designee and the professional development activities of all site-based Academy for Leadership Development facilitators. Director, Professional Development.

ESSENTIAL RESPONSIBILITIES

- Assists the Director, Professional Development. Assistant Superintendent, Organizational Instructional and Student Support or designee in the coordination and alignment of the work of the Professional Development Department
- Assists the Director, Professional Development Assistant Superintendent, Organizational Instructional and Student Support or designee in the establishment and alignment of standards for employee development systems with the district strategic directions, goals, and core values
- Acts as a strategic consultant to schools, areas, divisions, departments, and to selected external customers
- Communicates, manages, coordinates, and facilitates the delivery of professional education learning opportunities for all district personnel
- Allocates resources to plan and facilitate implementation of all training and implementation throughout the district

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ESSENTIAL RESPONSIBILITIES (Continued)

- Assists with the management of all professional development operations
- Provides leadership in the implementation of the Professional Development's Department goals
- ~~Serves on the Professional Development Advisory Council~~
- ~~Plans Professional Development meetings and directs/coordinates activities of the Professional Development Advisory Council~~
- ~~Works with the Council to develop, implement, and evaluate a model for Academy operation~~
- ~~Utilizes needs assessments in order to provide appropriate education for all Academy client groups~~
- Provides systematic evaluation and analysis of the effectiveness of Academy training professional learning activities and programs
- ~~Prepares and recommends the Academy's budget in collaboration with client groups and Professional Development Advisory Council~~
- ~~Manages the Professional Development finances, including the budget and record keeping processes~~
- ~~Authorizes and monitors~~ Participates in the professional development ~~expenditures~~ budget planning and recordkeeping processes
- Collaborates with Pinellas Classroom Teachers Association (PCTA) in the delivery of professional development to all employee groups
- Maintains district Academy education professional development records in compliance with federal, state, and local requirements
- Provides direction and supervision in the planning, development, and implementation of the district's Master Inservice Plan in accordance with Florida Law and State Board Rules
- Approves Master Inservice Plan components; develops criteria for Master Inservice Plan components; and compiles and submits to the Florida Department of Education the Master Inservice Plan and the five-year plan for professional development
- Performs duties necessary to obtain external grants/endowments for the ~~center~~ department
- Develops programs and activities that reflect input from needs assessments, advisory council members, program directors, teachers, administrators, parents, and business leaders
- Administers, directs, and coordinates program components of ~~the~~ professional development related to support services training, teacher training, management training, leadership development, restructuring, school improvement, and state-mandated programs
- Provides leadership in working with principals and district-level staff in planning and implementing district training programs and addressing related district goals and objectives
- Promotes innovative approaches in education that significantly restructure the teaching/learning process
- Establishes the Professional Development Department as the nucleus of communication for all district professional ~~education~~ learning.
- Acts as a liaison between the Professional Development Department and the Florida Department of Education in fulfilling criteria of state law and FLDOE regulations
- Interfaces with the business community, institutions of higher learning, and professional organizations ~~to identify Academy education materials and resources that can be shared~~
- Serves as ~~the~~ a school district liaison for effective communication of the professional development objectives and programs to the local and broader community
- Disseminates information regarding district training, certification requirements, and available resources
- Supervises ~~center~~ staff and other personnel as assigned by the Assistant Superintendent, Organizational Instructional and Student Support or designee Director, Professional Development
- ~~Oversees the site-based Academy education facilitators program~~
- ~~Coordinates district and adjunct trainers not assigned to the center~~
- Coordinates development and implementation of evaluation systems
- Coordinates external training consultants
- Performs other related duties as required

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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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/03 AK; BOARD APPROVED: 7/29/03; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, MF, ER, ADA, 3/13 LM; BOARD APPROVED:

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time		X			
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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