

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Professional Development Specialist

DEPARTMENT: Human Resources

REPORTS TO: Executive Director of Human Resources

POSITION SUMMARY: Under the direction of the Executive Director, coordinate, present, manage and assist in the development of the multi-tiered district professional development program implemented to facilitate the achievement of organizational goals by training and coaching staff. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Consults with administrators, certificated staff, and other employees to determine current and anticipated professional development (PD) needs and to establish learning goals.
- Consults and collaborates with building and district administrators as necessary to coordinate and provide the programmatic structure for implementation and management of PD programs, sessions, and trainings for the professional learning community.
- Designs, coordinates, facilitates, and provides training and coaching as appropriate for different employee groups necessary to meet current and anticipated PD needs such as leadership development, CPR/First Aid certification, Safe Schools trainings, and effective instructional methods.
- Coordinates the District's New Teacher Academy, Powerful Teaching and Learning Conference, Teaching and Learning Services Conference, National Board Certification, and staff mentorship program(s).
- Manages PD Place, collaborating and coordinating with Informational Technology, Human Resources, and Teaching and Learning Services as required to schedule training sessions, develop registration procedures, ensures employee notification, and coordinates other practical elements involved with planning PD sessions.
- Selects or develops appropriate training materials for PD sessions.
- Markets, encourages participation in, and garners feedback about PD initiatives and sessions.
- Works with other Human Resource, Business Office, Teaching and Learning, and Operations staff to orient employees new to the District.
- Develops plan for and implements data collection and analysis of program implementation.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Assistant Superintendent and Executive Director.
- Connects staff to resources required for successful implementation of PD for individuals and employee groups.
- Works with other human resource staff to manage and maintain the database containing records of PD acquisition through credits and/or clock hours for staff.
- Keeps abreast of developments and research in the field of PD, instructional best practices, and organizational development.
- Attends staff and other professional meetings as may be assigned or necessary.
- Continue professional growth of method and technique improvements.
- Demonstrates appropriate techniques, interventions, and interactions for staff.
- Demonstrate positive relationship skills with staff, maintaining ongoing and open communication.
- Use technology for communication, presentations, trainings, and workshops.
- Must be able to flex schedule to include some evening and weekend hours at the direction of the Executive Director; schedule will be reviewed annually.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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QUALIFICATIONS:

EDUCATION: Bachelor’s degree from an accredited college or university. Master’s degree or National Board Certification preferred. Master’s degree in Human Resources Development or Educational Leadership highly preferred.

EXPERIENCE: Five (5) years of successful teaching experience in public schools and effective work with leading or instructing colleagues in professional practice. Possession of instructional best practices, adult learning theory, training design and development, and prior experience coaching and training adult learners required.

CERTIFICATES & LICENSES: Valid Washington State teaching, ESA, or administrative certification required. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Pursuit of Danielson Framework Specialist, National Board Facilitation, and TPEP evaluation required

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date