



Director of Professional Development

Job Overview

The job of Director of Professional Development was established for the purpose/s of directing a professional development program and related activities; providing information to others; directing ESEA Federal Programs; implementing and maintaining services within established guidelines and standards; and supervising staff in the professional development department.

This job reports to the Executive Director of Teaching, Learning & Assessment (TLA).

Job Functions

- Coordinates with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.
- Designs services (e.g., data management, fiscal responsibility, department forecasting, etc.) for the purpose of implementing professional development program activities that address identified learning needs.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors professional development services (e.g., consultant's course outcomes, staff professional learning activities, etc.) for the purpose of ensuring the performance outcomes are achieved within budget, department, and district objectives and for the purpose of alignment to professional learning standards.
- Ensures the district's ESEA plan, programs and related programs and activities are managed and monitored according to the established framework and remains compliant with any and all local, state and federal requirements.
- Evaluates federal legislation, projects and programs for grant entitlement and allocation opportunities relevant to the needs of the district.
- Develops, monitors, and coordinates a wide variety of often complex materials and reports (e.g., budgets, grants, district practices, etc.); and submits on a timely basis with the appropriate agency.
- Develops plans for the utilization of funds available to the schools through various federal programs.
- Provides reports regarding state and federal projects to executive leadership, the Board of Education, principals, and others as needed.
- Tracks and reviews trends among monitoring findings, shares results with other teams and produces a comprehensive report annually and/or as needed for continuous compliance and improvement.
- Coordinates professional learning plans for the district, consulting with multiple departments for consistency and proactive planning for the learning needs of all students.
- Communicates and coordinates with counterparts in other districts to determine and share best practices.
- May supervise and/or lead the work of staff.
 - Assigns and reviews work.
 - Evaluates and reviews employee performance.
 - Counsels with and corrects performance as needed.
- Attends and participates in meetings, workshops, and/or seminars.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Travel

May need to travel occasionally for meetings with the State of Tennessee's Department of Education and once annually for own professional learning.



Working Environment

This job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience within specialized field with increasing levels of responsibility is required.

Minimum education: Master's Degree in job related area.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Thorough knowledge of federal, state, and local regulations, policies and procedures as pertains to ESEA.
- Knowledge of Williamson County Schools Board of Education policies and procedures.
- Ability to apply critical thinking skills in program planning and finding workable solutions to various issues.
- Ability to adapt to changing work priorities, communicate with diverse groups, and work as part of a team.
- Ability to establish, implement, and/or modify policies and procedures within established guidelines.
- Ability to prepare and maintain accurate records.
- Skill in collaborative leadership of individuals and groups.
- Skill in setting goals and objectives.
- Skill in problem determination and resolution.
- Ability to plan, implement, and evaluate program services.
- Ability to develop, produce and deliver comprehensive reports.
- Ability to train others as needed.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: Maintain Licensure; Certifications

Required Certificates and/or Licenses: Valid Teachers Certification and/or License; Administrative Certification

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Professional

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.