

MODESTO CITY SCHOOLS

Job Description

JC 10054

CLASSIFIED PROFESSIONAL DEVELOPMENT COORDINATOR

OVERALL RESPONSIBILITY

Under general supervision, plan, develop, coordinate and conduct professional development opportunities to improve job skills of classified employees.

SPECIFIC RESPONSIBILITIES

1. Plan, develop and implement training sessions and professional development programs by conducting needs analyses, develop curriculum, select appropriate means of presentation and conducting professional development sessions.
2. Provides on-on-one, on-site and web-based training to staff.
3. Coordinate professional development programs by selecting qualified speakers and instructors, arranging for training facilities and visual aids, and preparing and distributing announcements and resource guides.
4. Plan, develop, write, revise and maintain handbooks and manuals for training purposes.
5. Provide oral presentations at employee meetings and workshops, as needed.
6. Participate as a member and attend meetings related to professional development, as appropriate.
7. Assist administrators in the orientation and training of classified staff, including site locations.
8. Compile reports as requested.
9. Provide resources and materials necessary to meet district standards and state guidelines.
10. Assist in the selection, orientation, evaluation and supervision of personnel.
11. Utilize technology to input, create, maintain, or update records, reports, or other related information.
12. Establish and maintain cooperative relationships with those contracted during the course of work.
13. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply principles and techniques of staff training and development.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise curriculum and training lesson plans using correct grammar, syntax, punctuation and spelling.

CLASSIFIED PROFESSIONAL DEVELOPMENT COORDINATOR (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of district standard platform, operating system, and application software.
- Ability to activate a personal computer.
- Knowledge or and ability to develop and utilize manuals and training aids.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.

Experience

Minimum Requirements:

- Five (5) years of successful experience as a trainer in public or private organizations.

Desirable Qualifications:

- Successful experience planning and implementing professional development.

Education/Credential

Minimum Requirements:

- Graduation from high school or General education Development (GED) Certificate or California high School Proficiency Examination (CHSPE) Certificate.

Desirable Qualifications:

- College level coursework in teaching/training methods, supervision, organizational development, or management.

Physical Requirements

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to work on computers and related equipment.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversation distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, or use a computer.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

License

- Valid California Driver's License.

REPORTS TO:

Associate Superintendent, Curriculum & Instruction/Professional Development or designee

Cabinet Approved: 6/7/21

Board Approved: 6/21/21