

FILE: CGBAV

Director of Staff Development
Job Description

Qualifications:

1. Member of the Professional Employee Staff
2. Ability to gather, analyze, synthesize, and evaluate data.
3. Three years of successful school based experience (teacher or administrator)
4. Good interpersonal skills as well as oral and written language skills.

Immediate Supervisor: Assistant Superintendent

Duties and Responsibilities:

1. Conduct elections for Staff Development Council members.
2. Serve as the nonvoting chairperson of the Staff Development Council.
3. Conduct a needs assessment of all professional personnel at least every three years.
4. Prepare a summary of needs from local and state assessments and submit them to the Staff Development Council.
5. Prepare, with the approval of the Staff Development Council, the county plan for staff development. The plan shall consist of program components for the job related training required of all professional personnel.
6. Make program objectives available to prospective trainers of professional personnel.
7. Solicit program proposals from institutions, agencies, groups, or individuals and present them to the Staff Development Council.
8. Disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all professional personnel within the county.
9. Administer the implementation of the county Staff Development Program.
10. Maintain records of enrollment, scheduling, and the competencies gained by participants in each approved staff development activity conducted in the county.
11. Conduct evaluations of all staff development programs conducted in the county.
12. Work cooperatively with the county administrative/supervisory staff to ensure all required staff development programs are offered.
13. Perform other job related tasks assigned by the assistant superintendent.

Jackson County Board of Education

Adopted: February 6, 1987

Revised: November 10, 1989