

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Director – Classified Staff Development

Reports to Executive Director Learning Center

POSITION SUMMARY

Supervises the, planning, delivery, and evaluation of comprehensive, cost effective staff development programs for district employees (classified, certified, and administrative) in collaboration with employee unions, Human Resources, and other district departments. Secures the necessary resources and provide guidance for employee professional development programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 45% Plans, develops, coordinates and evaluates the professional needs of employees and cost effective staff development programs including on-going district and site-based training/courses, seminars; plans and coordinates conferences and district wide in-service days, early release days for schools, orientation for new teachers and district wide in-service days
- D 10% Supervises and approves the employment of Staff Development Department employees, oversees other supervisory functions such as directing, mentoring, training, grievance handling, performance evaluations, discipline and terminations. Manages the training, development, supervision, and evaluation of district trainers.
- W 10% Collaborates with District Administrators, stakeholders and local union representatives in the planning of Department services regarding the implementation and evaluation of the District performance pay programs and opportunities, state and federal legislation, and licensure and credit requirements.
- W 10% Facilitates participates, and/or assists with District committees. Provides overview of staff development and organization development considerations. Serves as a member of appropriate out of district committees and collaborate with other school districts and organizations to provide professional growth opportunities for all staff.
- Q 10% Develops and monitors the Staff & Organization Development Department budget, including analysis of budget expenditures and recommendations for on-going programming effectiveness in concert with District-wide budgeting allocations.
- W 5% Supervises applicable sections of the Title II federal grant program implementation; and monitoring, fiscal responsibility and evaluation for staff development.
- W 5% Supervises, advises and collaborates with Technology Department in the planning, developing, coordinating and evaluating of technology courses and instructors in the creation and delivery of technology classes.
- W 2% Serves as one of the District's representatives on the Front Range Board of Cooperative Education Services (BOCES).
- A 2% Directs the planning and execution of the annual Leadership Conferences for Administrative, Professional, Technical, and Classified staff.

D 1% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master's Degree in Administration.

MINIMUM EXPERIENCE

Three years experience with K-12 School District Central Office Administration

Five years experience planning and delivery of wide-scale staff training in a K-12 school district environment

SKILL REQUIREMENTS

Computer applications, including multimedia applications

Moderate Accounting/budgeting skills

Problem solving, organizational, & analytical skills

Customer Service skills

Supervisory skills

Adult Learning Theory/Facilitation skills

Advanced verbal and written communication skills

GENERAL EXPECTATIONS

Is flexible.

Has the ability to work cooperatively with supervisors and co-workers.

Has the ability to understand and follow complex oral and written instructions.

Has the ability to perform responsibilities without the necessity of close supervision.

Has the ability to effectively communicate with the school district community.

Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.

Maintains a generally positive attitude.

Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Valid Colorado Driver's License.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting up to forty (40) pounds.

Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES – Up to 12 Professional/Technical/Certified/Classified staff.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.