



**Job Title:** Administrator- Staff Development

**Reports to:** Assistant Superintendent of Instructional Services

**Definition:**

Under professional direction of the immediate supervisor, the Assistant Superintendent of Instructional Services, the Administrator – Staff Development will assist in planning, writing, and coordinating curriculum and related staff development.

**Essential Functions:**

- Establishes a professional learning program for staff including determining objectives as the basis for developing long and short range goals for staff development.
- Coordinates with district and building administrators to identify instructional training needs of certificated and classified staffs.
- Assists in planning and coordinating curriculum writing.
- Serves as liaison and resource between Instructional Services Department and school sites for related staff development.
- Supervise and plan the work of committees designed to coordinate professional learning services throughout the district.
- Carries out a staff development program utilizing the most effective curriculum materials, teaching strategies, and evaluative tools.
- Perform other duties as assigned.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**Experience and Education:**

**Certification, Licenses, and Other Requirements:**

- Five years experience in a responsible educational leadership position and the successful completion of an administrative program.
- The completion of a Master of Arts or higher degree in educational administration, or a closely related field.
- California teaching credential, Preliminary Administrative Services Credential or Professional Clear Administrative Services Credential (within 5 years); valid California driver's license.

**Knowledge of:**

- Principles, techniques, strategies, goals, and objectives of public education
- Philosophical, economic, and legal aspects of public education
- Procedures, methods, and strategies of organization, management, and supervision
- Modern innovative and creative curriculum and instructional trends regarding the elementary age child
- Curriculum development, instructional program delivery strategies and program supervision, assessment, and evaluation
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness
- Human relations strategies, conflict resolution strategies, and team-building principles and techniques



**Ability to:**

- Direct, lead, and coordinate the multifaceted functions and activities of a district staff development program
- Demonstrate effective instructional, organizational, and administrative leadership
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions
- Communicate effectively in oral and written form
- Plan, develop, and maintain effective organizational and community relationship

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires the ability to respond to students' educational, physical, and behavioral needs. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Body Movements:** Regular Activities: conduct verbal conversation; hear normal range verbal conversation; sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; stand for sustained periods of time, climb slopes, stairs, steps, ramps and ladders; exhibit full range of motion for: shoulder external rotation and internal rotation, shoulder abduction and adduction elbow flexion and extension, shoulder extension and flexion, back lateral flexion, knee flexion; demonstrate manual dexterity necessary to operate typewriter, and or computer keyboard, at required speed and accuracy.

**Lifting Requirements:** Employees assigned to this classification lift, carry, and/or move objects weighing up to 10 pounds. Occasionally, they may lift, carry, and/or move objects weighing up to 25 pounds.

**Vision Requirements:** Ability to read handwritten or typed documents, and the display screen of various office equipment and machines; vision which allows accurate observation from a distance.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Environment**

District office and school site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

**Exposures, Risks and Hazards**

Normal risks and hazards associated with operating computers and computer-related equipment.

Governing Board Approved: April 16, 2013

Revised: