

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8737
Pay Grade: E07

FLSA: Exempt
PTS

PROFESSIONAL DEVELOPMENT SPECIALIST
REPORTS TO: Director, Professional Development
SUPERVISES: Support staff
QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) years of progressively responsible related professional and/or educational experience. Demonstrated experience in organizing and coordinating programs or processes. Demonstrated awareness of contemporary trends and programs in professional development. Demonstrated experience in planning and organizing professional development training. Demonstrated knowledge of the school improvement and quality movement.
PREFERRED: Master's degree with Florida Certification in Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Knowledge and expertise in adult learning theory. Experience as a school-based administrator.
MAJOR FUNCTION
This is a supervisory position that reports directly to the Director, Professional Development. This position requires leadership responsibility for assisting with the district-wide responsibility for professional development aligned to the district strategic plan. The position also requires leadership for management of the district's professional development. This includes the planning, organization, communication, and evaluation of all program components related to the education and development of all district employees. Responsibility includes the supervision of the professional development staff, and other personnel as assigned by the Director, Professional Development.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Assists the Director, Professional Development in the coordination and alignment of the work of the Professional Development Department• Assists the Director, Professional Development or designee in the establishment and alignment of standards for employee development systems with the district strategic directions, goals, and core values• Acts as a strategic consultant to schools, areas, divisions, departments, and to selected external customers• Communicates, manages, coordinates, and facilitates the delivery of professional learning opportunities for all district personnel• Allocates resources to plan and facilitate implementation of training throughout the district• Assists with the management of all professional development operations• Provides leadership in the implementation of the Professional Development's Department goals• Provides systematic evaluation and analysis of the effectiveness of professional learning activities and programs• Participates in the professional development budget planning and recordkeeping processes• Collaborates with Pinellas Classroom Teachers Association (PCTA) in the delivery of professional development to all employee groups

PROFESSIONAL DEVELOPMENT SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)

- Maintains district professional development records in compliance with federal, state, and local requirements
- Provides direction and supervision in the planning, development, and implementation of the district's Master Inservice Plan in accordance with Florida Law and State Board Rules
- Approves Master Inservice Plan components; develops criteria for Master Inservice Plan components; and compiles and submits to the Florida Department of Education the Master Inservice Plan and the five-year plan for professional development
- Performs duties necessary to obtain external grants/endowments for the department
- Develops programs and activities that reflect input from needs assessments, advisory council members, program directors, teachers, administrators, parents, and business leaders
- Administers, directs, and coordinates program components of the professional development related to support services training, teacher training, management training, leadership development, restructuring, school improvement, and state-mandated programs
- Provides leadership in working with principals and district-level staff in planning and implementing district training programs and addressing related district goals and objectives
- Promotes innovative approaches in education that significantly restructure the teaching/learning process
- Establishes the Professional Development Department as the nucleus of communication for all district professional learning
- Acts as a liaison between the Professional Development Department and the Florida Department of Education in fulfilling criteria of state law and FLDOE regulations
- Interfaces with the business community, institutions of higher learning, and professional organizations
- Serves as the a school district liaison for effective communication of the professional development objectives and programs to the local and broader community
- Disseminates information regarding district training, certification requirements, and available resources
- Supervises staff and other personnel as assigned by the Director, Professional Development
- Coordinates development and implementation of evaluation systems
- Coordinates external training consultants
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/03 AK; BOARD APPROVED: 7/29/03; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, MF, ER, ADA, 3/13 LM; BOARD APPROVED: 4/09/13

PROFESSIONAL DEVELOPMENT SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time		X			
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Professional Development Specialist - PTS