

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Professional Development Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1511	WORK YEAR:	12 Months
DEPARTMENT:	Curriculum and Instruction	SALARY:	Range 42 Salary Schedule C
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	11-08-13

BASIC FUNCTION:

Perform diverse, complex clerical and technical duties related to Professional Development requiring specialized knowledge and independent judgment involving frequent and responsible public contact; provide for proper input and output of a variety of data.

DISTINGUISHING CHARACTERISTICS:

The Professional Development Technician will perform diverse, complex clerical and technical duties involving independent judgment and action within a specific office functional area or provide sole clerical support unique to professional development in the Curriculum and Instruction Department. The Professional Development Technician is expected to solve a variety of problems independently, and recognize which problems require supervisory assistance.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Create, maintain and monitor Common Planning Time records, databases and other related documents. **E**

Prepare training materials, reports and other documents for the Professional Development Department. **E**

Create, maintain and monitor payroll docking of required hours not being completed in accordance with district Common Planning Guidelines. Process records and folders according to established guidelines, and procedures, schedule appointments, prepare information materials and packets; record information in various computer database programs. **E**

Assess requested authorizations for Common Planning Time to assure compliance of attended workshops. Evaluate professional learning activities to determine eligibility for required professional development hours. **E**

Interpret Common Planning Time requirements and guidelines for the department and impacted district staff. **E**

Research and analyze data relating to electronic database management programs; coordinate the collection and preparation of data for reports required by district personnel, and/or state and federal agencies; and maintain data and reports required by the district. Communicate with other agencies or departments to provide or obtain information. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer and related software to input, output, update and access a variety of records and information; generate records, reports, lists and summaries; compose reports independently, and prepare and edit letters, memos, forms and other documents as required; operate standard office equipment, lift light objects. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices, understanding indexing parameters and procedures. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of clerical experience. Experience in personnel and professional development preferred

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....	50 Correct WPM
Word.....	75% Overall Score
Excel.....	75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and personnel policies, procedures, and terminology.
 State and/or federal laws and regulations pertaining to credentials.
 Certificated classifications and assignment practices.
 Certificated bargaining unit agreements.
 Electronic document imaging, and applicant tracking systems.
 Record keeping techniques, filing systems, and information management.
 Operation of a computer, related software, and standard office equipment.
 Duties performed by certificated employees.
 Fair and Equal Opportunity policies and regulations.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Effective interpersonal skills using tact, patience, and courtesy.
 Oral written communications skills.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures related to credentialing.
 Learn and apply rules and regulations related to credentialing in the State of California.
 Work with school improvement initiatives that close the student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Operate electronic document imaging and applicant tracking systems.
 Analyze data; prepare and maintain statistical data and other records.

Operate a computer, scanner, related software, and standard office equipment.
 Meet schedules and time lines, and complete work with many interruptions.
 Lift light objects according to safety regulations.
 Establish and maintain cooperative and effective working relationships.
 Communicate effectively, both orally and in writing.
 Meet state and district standards of professional conduct as outlined in Board Policy.
 Work confidentially with discretion.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Fast paced office environment with fixed deadlines; constant interruptions.

Sample physical abilities:

Hear and speak to make presentations, and exchange information in person and on the telephone, dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARD:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Kenneth A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date