

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Professional Development Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9875	WORK YEAR:	12 Months
DEPARTMENT:	Curriculum and Instruction	SALARY:	Range 73 Salary Schedule C
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	5-16-23
		HR APPROVAL:	5-16-23

BASIC FUNCTION:

Under general supervision, the Professional Development Specialist will be the lead to coordinate and perform highly responsible and professional development administrative duties requiring independent judgment and analysis for the smooth and efficient internal operations of district professional development and learning. The position will require specialized knowledge and independent judgment involving frequent and responsible public communication; provide appropriate guidance on eligibility and submittals; and conduct high volume of data collection and entries for accurate reporting.

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. Professional Growth records, databases, and other related documents. **E**

Prepare training materials, reports, and other documents for the Curriculum Instruction Department. **E**

Process records according to established guidelines, and procedures, schedule appointments, and record information in various computer database systems. **E**

Establish and implement innovative staff development, workshops, and training to strengthen professional skills of employees. **E**

Participate in relevant and necessary conferences and trainings, inspire a commitment to personal growth and professional development, and provide consistency to the overall operations of the District. **E**

Deliver training to employees using a variety of instructional techniques. **E**

Conduct ongoing organizational learning needs assessments, and conduct skills assessment proficiency of staff to determine identify skill gaps and areas of improvement and determine the professional development needs. **E**

Assist in locating and arranging for training and development facilities and speakers/instructors or other trainers. **E**

Perform difficult and complex research and analysis pertaining to management/employee training and staff

development, organizational development, and program management; prepare and present reports, proposals,

presentations, and other correspondence, as appropriate. **E**

Create, maintain, and submit payroll docking of required hours not being completed in accordance with District Common-Planning Guidelines; perform a variety of professional development functions to include, professional growth units earned for salary advancement. **E**

Assist with the prior approval documentation process; prepare, review, compose and facilitate the distribution of prior approval correspondence and related materials; refer difficult prior approvals to the Director as necessary; oversee the preparation and processing of denial letters; maintain computerized prior approval log. **E**

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

Focus on supporting the implementation and maintenance of a fully on-line Professional Development operation. **E**

Provide a variety of professional development resources to all District employees and departments on how to start and maintain and improve work-related skills. **E**

Advertise, coordinate, and communicate training and development programs, goals, and outcomes verbally and in writing. **E**

Administer all aspects of training implementation including professional growth opportunities, participant confirmation, coordinating, and tracking employee attendance and participation. **E**

Partner with District leaders to ensure the professional development of diverse staff and those on flexible schedules are being addressed. **E**

Recognize and advocate employees' added value of professional development participation; encourage employees' continuous learning. **E**

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

Act as a lead professional development database administrator; research and analyze information from the database.

Maintain the electronic registration system for professional development; make recommendations for system enhancements to improve quality of service to employees; communicate with Technology Department to perform diagnostic investigation of electronic registration system. **E**

Coordinate the collection, preparation, and maintenance of data reports required by District personnel, and/or state and federal agencies; and provide information as requested. **E**

Provide excellent customer service by establishing positive relationships with District personnel, applicants, representatives from external organizations, and others; use a professional tone and discretion; respond to phone calls, emails, letters, and other communications. **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. **E**

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

Develop a professional relationship and connect as a trusted and respected peer with partners, consultants, vendors, outside agencies, and colleagues, 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: bachelor's degree, with a major in personnel, public or business administration or a related field, and six (6) years of increasingly responsible personnel or professional development experience. Experience working in a large school district preferred.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding60 Correct WPM

Word95% Overall Score

Excel.....95% 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.
- Knowledge of union bargaining unit agreements.
- Principles and practices of employee training and development.
- Variety of training programs for employee development.
- Manage logistics of the training program.
- Develop positive working relationships with all levels within an organization.
- Establish and maintain effective communications with educational institutions, vendors, governmental agencies, and other outside contacts.
- Deal with giving and receiving constructive feedback in a positive manner.
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions.
- 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.
- 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:

- Proactive self-starter; resourceful problem solver.
- 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 timelines, 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.

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 or computer, 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.

(Former Classification: Professional Development Technician)