

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-PROFESSIONAL LEARNING

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Curriculum/Professional Learning, plan, organize, deliver, direct and evaluate the District's Professional Learning programs; assure compliance with District content standards and the California Standards for the Teaching Profession; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, deliver, direct and evaluate the District's Professional Learning program; assure compliance with District content standards and the California Standards for the Teaching Profession.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Direct and evaluate a District program that coordinates the District's Professional Learning goals for teachers, administrators and classified staff.

Schedule and calendar Professional Learning activities and publicize activities according to established procedures.

Direct the operation of the Professional Learning office in conjunction with various administrators to meet the needs of students in the delivery of District curriculum.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned programs and services.

Provide professional learning for the implementation of new curriculum and instructional materials.

Collaborate with Technology Services to establish and maintain a technology-based system for registration and the efficient recording of employee units on transcripts.

Oversee the activities and operations of the Learning Resource Center and the video collection and audio-visual equipment for the Education Center.

Coordinate the K-12 ELD professional learning program with a focus on SDAIE, CLAD and foreign language training; facilitate the K-6 oral languages fairs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the Professional Learning budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the District's Professional Learning program.

Principles, techniques, strategies, research and evaluation of a comprehensive employee professional learning program in a pre K-12 system.

District curriculum, District content standards and the California Standards for the Teaching Profession.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Plan, organize, administer and evaluate a Pre K-12 professional learning program.

Supervise the performance of assigned personnel.

Assure compliance with District content standards and the California Standards for the Teaching Profession.

Develop and conduct professional learning training sessions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in curriculum and instruction or related field and five years increasingly responsible experience in the administration of a staff development program.

LICENSES AND OTHER REQUIREMENTS:

Possess or eligibility for a California General Administration, Standard Administration, Administrative Services, Administrative Internship, or Supervision with appropriate basic credentials.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.