

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### DIRECTOR II – STAFF DEVELOPMENT & CURRICULUM TRAINING

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited education institution.
- (2) Certification in appropriate fields.
- (3) Minimum of five (5) successful years administrative experience.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of School Board policies, statutes, rules and regulations relating to areas of responsibility. Knowledge of District budgetary procedures. Effective oral as well as written communication skills. Skill in the use of computer and other technological equipment. Knowledge of research and best practices in areas of responsibility. Knowledge of state and national initiatives in teacher training and staff development. Ability to manage and supervise personnel. Ability to plan, organize, manage time and prioritize duties. Ability to manage finances and departmental budgets. Skill in positive people management.

#### REPORTS TO:

Assistant Superintendent – Curriculum, & Instruction

#### JOB GOAL

To improve the competencies, skills and knowledge required of all personnel in the performance of their assigned duties and responsibilities in order to increase student performance.

#### SUPERVISES:

Administrative Secretaries  
Administrative Clerks  
Teachers on Special Assignment

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Coordinate all programs and department inservice activities which support the District's mission and aims to provide for continuous improvement.
- \* (2) Assist District and school personnel in planning professional development that links and aligns inservice activities to student and instructional personnel needs as determined by school improvement plans, annual school reports, student performance data and performance appraisal data of teachers.
- \* (3) Conduct and summarize needs assessments and satisfaction surveys to determine inservice needs for all School District employees.
- \* (4) Manage the resources of the Office of Staff Development & Curriculum Instruction.

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- \* (5) Communicate with and provide records to the Certification office for the purpose of personnel re-certification.
- \* (6) Supervise the District database of inservice records for all personnel.

### **Inter / Intra-Agency Communication and Delivery**

- \* (7) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community
- \* (8) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (9) Serve as a liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (10) Respond to inquiries or concerns in a timely manner.
- \* (11) Keep the Assistant Superintendent informed of potential problems or unusual events.
- \* (12) Work closely with District and school staffs to support school improvement initiatives and processes.
- \* (13) Disseminate information and current research to appropriate personnel.

### **Professional Growth and Improvement**

- \* (14) Keep well informed about current trends and best practices in areas of responsibility.
- \* (15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (16) Facilitate the development, implementation and evaluation of staff development activities.
- \* (17) Promote and support professional growth for self and others.
- \* (18) Develop annual goals and objectives for professional development consistent with and in support of District goals and priorities.
- \* (19) Maintain a network of peer contacts through professional organizations.
- \* (20) Attend training sessions, conferences and workshops to keep abreast of current practices and programs.

### **Systemic Functions**

- \* (21) Develop or assist in developing the Staff Development budgets and monitor budget implementation.
- \* (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (24) Represent, consistently, the District in a positive and professional manner.
- \* (25) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (26) Provide leadership and direction for the assigned areas of responsibility.
- \* (27) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (28) Assist in implementing the District's goals and strategic commitments.
- \* (29) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (30) Provide oversight and direction for cooperative planning with other agencies.
- \* (31) Set high standards and expectations for self and others.
- \* (32) Facilitate problem solving by individual or groups.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **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 those established by the District.

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**EVALUATION:**

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

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 3 6**

**Date of Board Approval: August 21, 2001**

**Date of Revision: April 21, 2009**