

Job Description

Job Title: Coordinator II

Position Code: 1E15, AE15

Job Classification: Exempt

Supervisor: Director II Staff Development Staff Development

Pay Grade: 42

Contract Length: 245 Days

Job Summary

Position is responsible for developing, coordinating, and presenting professional development programs and sessions (primarily for the school division's instructional staff) to facilitate the achievement of organizational goals. Position consults with and advises administrators regarding the design of staff development programs; establishes learning objectives; develops training materials; coaches employees; and assesses the impact of training sessions. Position works a flexible schedule to include some evening and weekend hours.

Essential Duties

1. Consults with administrators, teachers, and other division employees to determine current and anticipated professional development needs.
2. Establishes learning objectives and goals for staff development sessions and develops training outlines and timelines.
3. Determines the most appropriate instructional method, utilizing knowledge of specified training needs and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training, and transfer techniques.
4. Selects or develops appropriate training materials such as handouts, training handbooks, demonstration models, multimedia visual aids, and reference works.
5. Markets, and encourages participation in, upcoming staff development initiatives and activities.
6. Schedules training sessions, develops registration procedures, ensures that the facility is setup, ensures that employees are notified, and coordinates other practical elements involved with planning professional development activities.
7. Designs and presents staff development sessions to different employee groups covering specific areas such as leadership development, instructional best practices, and school improvement initiatives.
8. Coaches and supports employees with developing their skills and improving job performance.
9. Assesses the success of each training session, studies follow-up evaluations, prepares related reports, and recommends improvements.
10. Assists with advising employees on re-licensure guidelines and arranges, through human resources, for re-licensure points for those employees attending professional development activities.
11. Serves as a resource to the Instructional Services department and schools and advises/supports Instructional Supervisors and Principals with developing in-service programs.
12. Assists with the leadership and coordination of the division's Professional Development Council and major initiatives to include the Professional Development Institute.
13. Serves as a resource to teachers, administrators, and other staff to identify and access professional literature, training materials, and training opportunities.
14. Informs and advises employees about the division's tuition reimbursement program and other professional development benefits.
15. Assists the Director II (Staff Development) with the overall evaluation of the department's programs and services.
16. Oversees the maintenance of a database containing records of professional development initiatives.
17. Models nondiscriminatory practices in all activities.

Other Duties

1. Keeps abreast of developments and research in the field of professional development, instructional best practices, and organizational development.
2. Performs any other related duties as assigned by the Director II, Staff Development or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master’s degree in education, human resources development, or a related field and be eligible for a Virginia Postgraduate Professional License. Must possess experience as a teacher, to include some experience instructing adults. Must possess knowledge of the principles, practices, and current issues involved with conducting professional development initiatives. Must possess knowledge of instructional best practices, adult learning theory, training design and development, and organizational development theory and practice. Must possess excellent instructional delivery techniques and the ability to coach and train teachers and administrators in effective instructional techniques and strategies. Must possess demonstrated skills in workshop presentation, teambuilding techniques, and small/large group facilitation. Must possess the ability to design and present training materials and programs. Must possess excellent human relations, communication and organizational skills. Must possess the ability to establish and maintain effective working relationships with employees at all levels of the division to include administrators and teachers.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None **Supervision Received:** Director II, Staff Development

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator II, Staff Development will be required to follow any other instructions and to perform any other related duties as assigned by the Director II, Staff Development or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____
I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____