



CODE: 16301
UNIT: ADM
GRADE: 4-B
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR - PROFESSIONAL DEVELOPMENT

SUMMARY

Plans and implements all approved professional development programs for the Tucson Unified School District (TUSD). Elicits input from all schools/department on staff development needs and ensures alignment of offering district-wide. Coordinates and develops with appropriate personnel to implement culturally responsive pedagogy and instruction as appropriate. This position is responsible for New Administrator and Teacher Induction Programs, Teacher Mentors, Leadership Programs, and developing and implementing support for underperforming and/or struggling teachers.

MINIMUM REQUIREMENTS

Master's degree in Elementary/Secondary/Special Education or Education Leadership/Administration, Curriculum and Instruction or related field.

Five years of teaching experience in elementary or secondary education.

Arizona Administrative Certificate with Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification

IVP fingerprint clearance card.

Experience in working with curriculum and instruction issues, national and state standards, instructional design, facilitation, and event planning.

Three (3) years program management and/or supervisory experience.

PREFERRED REQUIREMENTS

Experience as a school administrator.

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Directs the coordination of District-wide staff development; eliminates duplication and promotes efficient use of resources.

Directs professional development with appropriate personnel to implement culturally responsive pedagogy and instruction as appropriate.

Collaborates with the Deputy and Assistant Superintendents to direct the design and delivery of administrative, certificated, and classified professional development.

Directs and coordinates district wide training with administrators and certified staff for programs including, but not limited to, Advanced Academic Courses, Professional Learning Communities, Unitary Status Plan (USP) and provides expertise, training, and resources necessary to ensure successful professional development for all TUSD personnel.

Directs and coordinates with administrators and certified staff for targeted training to staff members.

Coordinates educational opportunities for school councils; consults with school councils on the development of their professional development plans.

Directs programs including but not limited to New Teacher and Administrator Induction, Teacher Mentor, Teacher Coaching programs Leadership Administrator programs, and other district programs.

Ensures support for teacher and administrator professional learning community study groups.

Coordinates support for teachers and paraprofessionals to become highly qualified.

Evaluates programs to determine if objectives have been met.

Prepares and monitors the Professional Development budget.

Develops and monitors district wide professional development strategic plans for areas such as New Teacher Induction Programs, Underperforming/Struggling Teacher Plans, PLC Training Plan, and Plans for Identifying/Developing Administrative Leaders.

Directs and coordinates analyzing and presenting performance data related to practical research-based strategies in the areas including but not limited to: professional evaluations, student engagement, student data, working with students with diverse needs, behavior and discipline, and culturally relevant teaching strategies.

Represents the District in professional and community activities directly related to Professional Growth programs.

Supervises and evaluates assigned staff

Adheres to all court orders, state, and federal laws, and District policies, and regulations.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as telephone, computer, printer and copier. Expertise in the use of Microsoft Office Suite including Word, Excel, Outlook and Power Point

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.

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REVIEW: Jan 1993, May 2000
R: 9/15/99
Revised 6/04; 5/07, 3/09, 4/13
Regrade: 4/13
USP Review 4/13