**SCOPE OF RESPONSIBILITIES**

Under administrative direction to serve as administrator for the Staff Development Program; to plan, direct, manage and oversee the activities and operations of the HR Development Department; coordinate assigned activities with other District departments, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Associate Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Important and essential duties may include, but are not limited to, the following:*

Assume management responsibility for the Staff Development Program including personnel, budgeting, grants, instruction, curriculum, and administrative programs, services, and activities.

Manage the development and implementation of goals, objectives, policies and priorities for the Staff Development Program in accordance with the Education Code and policies of the Board of Education; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of Staff Development service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Staff Development Program to other District departments, schools, elected officials, outside agencies and the community; explain and interpret programs, policies, and activities to students, parents and faculty; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate Staff Development Program personnel including teaching faculty and classified personnel; provide or coordinate staff training and orientation; identify opportunities for staff training and development; research and coordinate staff training in innovative education techniques and new programs; work with employees to correct deficiencies; implement discipline and termination procedures in accordance with District procedures.
Conduct need assessment for certified teachers and classified staff; coordinate District-wide staff development including Title One, Eisenhower, Divisions, Wellness, school requests, and school improvement.

Collaborate directly with the Teaching and Learning department to provide professional and staff development in appropriate areas, i.e. content and instructional delivery.

Collaborate directly with Teaching and Learning to plan and implement professional and staff development for learning resources selected.

Provide staff assistance to the Associate Superintendent; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to curriculum and instructional programs, policies and procedures as appropriate.

Review pertinent legislation and ensure compliance with rules, regulations, and laws (i.e. Title IIa laws; and highly qualified requirements, etc.); implement State Department of Education recommendations; ensure timely and accurate reporting of data to Federal and State authorities.

Participate on a variety of committees and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a variety of subject matters and in the field of public school administration.

Respond to and resolve difficult and sensitive inquiries and complaints.

Perform related duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services, and activities of the Staff Development Program
- Organization and management practices as applied to the analysis and evaluation of staff development programs, policies and operational needs
- Modern and complex principles and practices of program development and administration
Knowledge of (cont.):

Current trends, research, and developments in the area of staff development

Principles and practices of staff development

Principles and practices of grant administration

Advanced principles and practices of budget preparation and administration

Principles of supervision, training, and performance evaluation

Pertinent Federal, State and local laws, codes and regulations

Safe driving principles and practices

Skill to:

Operate modern office equipment including computer equipment

Operate a motor vehicle safely

Ability to:

Provide administrative and professional leadership and direction for the Staff Development Program.

Develop, implement and administer staff development goals, objectives, and procedures for providing effective and efficient staff development programs and services.

Plan, organize, direct and coordinate the work of supervisory, professional, technical and clerical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Identify and respond to community, School Board and Superintendent’s staff development issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.
Ability to (cont.):

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws and regulations pertaining to staff development programs and functions.

Communicate clearly and concisely, both orally and in writing.

Work in a standard office environment.

Travel to different sites and locations.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

SUPERVISORY RESPONSIBILITIES

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EDUCATION and/or EXPERIENCE

Master’s Degree from an accredited college or university with major course work in education or a related field

Five years of responsible teaching experience and two years of management and administrative experience.

Appropriate Wyoming Credentials

Valid driver’s license

I have read and understand the scope of this job and hole the minimum requirements:

Employee Name (please print): __________________________________________

Employee Signature: __________________________ Date: ____________