

JOB DESCRIPTION

TITLE SUPERVISOR OF PROFESSIONAL DEVELOPMENT & GRANTS

QUALIFICATIONS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree with an emphasis in professional development, grants and/or related discipline from an accredited college or university. Five years in education or business with responsibility for organizing, implementing and evaluating professional development programs and writing and managing grants.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, a variety of groups, and/or school board.
Mathematical Skills	Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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. The noise level in the work environment is usually moderate.

REPORTS TO Director of Professional Development, Instructional Technology and Media Services

GENERAL RESPONSIBILITIES

1. Designs, oversees and evaluates professional development programs including leadership development programs.
2. Procures and manages grants.

SPECIFIC RESPONSIBILITIES

1. Coordinate instructional and non-instructional staff development programs.
2. Assists in developing and facilitating School Board members' professional development.
3. Develops and implements training programs for potential leadership candidates.
4. Provides support, assistance and training to new principals.
5. Coordinates the Preparing New Principals (PNP) and the Aspiring Leaders Programs (ALP).
6. Assists in the design and implementation of professional development systems.
7. Seeks out and applies for public and privately-funded competitive grants.
8. Provides assistance to departments and schools in seeking out and writing grants.
9. Trains district staff in grant writing.
10. Performs other duties as assigned.