



JOB DESCRIPTION

JOB TITLE: **Personnel Development Coordinator (Certified)**

Position Type: <b>Exempt</b>	Department: <b>Human Resources</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Deputy Superintendent of Human Resources</b>
Salary Range: <b>5</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>May 17, 2023</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

The Personnel Development Coordinator supports the development of classified and certified staff through the organization of professional development opportunities throughout the district. The Personnel Development Coordinator manages the development and execution of the new teacher mentoring program, as well as the induction classwork for all new certified employees. The Personnel Development Coordinator will facilitate student teacher placements, maintain contact with field experience supervisors, and support the programming established for the teacher pipeline.

*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.*

**ESSENTIAL FUNCTIONS:**

- Manages professional development systems for Certified staff
- Oversees Professional Development approval and tracking in district information management systems.
- Manages the development and implementation of new hire orientations/ induction.
- Develops, creates and implements curriculum and course work for monthly new to the profession and quarterly new hire induction classes.
- Designs, implements, collaborates and monitors new to profession special education induction and support.
- Collaborates and provides effective professional development opportunities and ongoing support for certified employees.
- Assures District Mentors are following program objectives, including but not limited to: new teacher program, Induction Course, and professional development deployment.
- Designs, monitors and updates onboarding and mentoring information for in district and external communication systems.

- Works with universities and colleges to place interns and student teachers.
- Completes site visits to support field placements.
- Observes and reviews student teacher placements with focusing on potential placement
- Designs and deploys building administrator communication tool to actively meet the needs of new teachers and new hires.
- Facilitates, enriches and builds the student teaching pipeline.
- Provides weekly updated student teacher and intern field placement data to the portal.
- Tracks annual required video trainings developed for certified and classified staff.
- Remains up to date on annual requirements and laws surrounding required video trainings.
- Collaborates with the Teacher Prep Program (TPP) Coordinator to ensure support for TPP candidates.
- Supports the Human Resources Department in employment related initiatives and tasks.
- Collaborates with Communications and Community Engagement department and the Employee Relations Coordinator for advertising and recruitment purposes.
- Oversees Certified staff recruitment efforts.
- Supports the Human Resources and Payroll Department with Health and Productivity Initiatives.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the Human Resources Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.

- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a proficient knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies and time lines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of accurate information through both oral and written communication.
- Demonstrates collaborative problem solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must have and maintain a valid Arizona driver's license.

**EDUCATION AND/OR EXPERIENCE:**

- Experience working with continuous improvement.
- Effective leadership and instructional coaching experience.
- Minimum of 5 years teaching experience
- Administrative experience preferred
- Experience building and facilitating professional development for employees

- Must have a Bachelor's degree (BA/BS) from a four-year college or university.

#### **LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret professional periodicals and journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

#### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **ENVIRONMENTAL CONDITIONS:**

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

#### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific*

*duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*