

**Job Title:** Director of Professional Development

**Reports To:** Immediate Supervisor

**Prepared By:** The Office of Human Resources

**Board Approved Date:**

**Pay Grade Range:** AD104

**Summary:** Coordinates and directs the staff development of the district in a manner which is aligned with the mission of the school district. He/she is responsible for the development, implementation, and evaluation of the district's comprehensive staff development plan.

**Essential Duties and Responsibilities:**

- Coordinates the development, implementation, and evaluation of the district's comprehensive staff development plan.
- Assists in defining the Staff Development Department's mission and goals.
- Communicates effectively and gains support for goals within the school system and community.
- Serves as a liaison between the district staff development office and state and national professional development offices and organizations.
- Sets high expectations and performance standards that lead to the attainment of department and district goals.
- Disseminates information regarding professional development opportunities to employees throughout the school district.
- Identifies and analyzes relevant information before making decisions or committing resources.
- Collaborates with principals, teachers, and other employees on staff development as an integral part of school improvement.
- Provide leadership for the development and implementation of professional development opportunities for the district.
- Coordinates the process for the approval and scheduling of district staff development.
- Supervises the scheduling of meeting rooms for staff development meetings.
- Maintains a master calendar of all approved professional development meetings scheduled in the district.
- Work collaboratively with district and school level leadership in the implementation of the district school improvement initiatives.



- Maintains inventory of space, equipment, and materials pertinent to staff development programs.
- Engages in and promotes professional growth through reviewing current educational literature and research findings, and attending professional conferences.
- Communicates effectively with the community and gains their support for school system goals, programs, and practices.
- Collaborates with local universities in professional development opportunities.
- Involves employees and the community, when appropriate, in the activities of the department to build a sense of shared responsibility for the quality results-driven professional development being provided.
- Encourages the volunteer participation of the community and uses their resources to enhance the quality professional development

**Other Duties:**

Other duties as assigned that are related to the functions of the position.

**Essential Functions/Qualifications/Requirements:****Education and Experience:**

Master's Degree from an accredited college/university and documented successful experience as a teacher. Should satisfy Louisiana State requirements for a teaching certificate.

**Work Environment Conditions:**

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.

**Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**Technological Abilities:**



To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.