



DIRECTOR – PROFESSIONAL LEARNING AND DEVELOPMENT

SUMMARY/SCOPE/GOAL

Responsible for the development, administration and coordination of management and instructional inventory, appraisal, training, counseling, placement, and related programs designed to provide an adequate and continuing flow of qualified management personnel to fill leadership and executive requirements of the organization. Conduct research, develop, and coordinate training programs, districtwide recruitment, and recommend development programs and strategies for instructional and non-instructional professional learning. Responsible for the District's certification program for instructional and administrative staff, National Board-Certified Teacher program, and professional programs for continued development of all District staff. Responsible for providing professional development to all employee groups, including support personnel. Manage all facets of teacher certification as required by law.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited educational institution.
- Minimum of three (3) years successful experience as a school administrator (Principal, Assistant Principal, or Dean).
- Minimum of five (5) years successful experience as a classroom teacher.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certification as a School Principal by the State of Florida required.
- Valid State Driver's License

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Develop, implement, and monitor employee performance appraisal systems, including Professional Development Assistance Plans.
2. Coordinate development of the Master In-service Plan to include certification, non-instructional, and administrative in-service, and the Preparing New Principals Program.
3. Facilitate district advisory meetings and training sessions to build leadership capacity in schools and departments.
4. Manage compliance with Florida Professional Learning Evaluation Protocol and national professional learning standards in all District in-service programs.

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5. Collaborate with District staff to develop, implement, and evaluate the Learning Management System for Brevard County, including 21st century online professional development components integrated with student data and performance appraisal data.
6. Maintain Brevard's program for preparing and supporting principals.
7. Manage leadership updates for instructional leaders with extensive involvement of Assistant Superintendents.
8. Organize recruitment efforts for leadership roles.
9. Coordinate assignments of student teacher interns and other internship placements; serve as liaison between Brevard Public Schools and colleges & universities.
10. Supervise administrative certification extension using in-service points.
11. Develop professional development protocol for all levels of District staff.
12. Assist in planning policy and procedures for Human Resources Services.
13. Responsible for the Human Resources Management and Development Plan (HRMD), including the training, evaluation, and preparation of administrators.
14. Manage teacher certification activities including initial, temporary, and renewals District-wide including add-on and National Board Certification.
15. Develop and implement on-line professional development program management in collaboration with Educational Technology staff.
16. Conduct the annual on-line Training Needs Assessment Survey of teachers and produce data for District planning and policy.
17. Coordinate and monitor the implementation of the B.E.S.T. teaching model District-wide.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of professional development techniques and procedures; demonstrated knowledge of educational programs; ability to communicate effectively in a professional manner in both verbal and written mediums; skilled at using high level interpersonal skills to maintain effective working relationships; ability to lead groups and facilitate training to diverse audiences; possess skills related to problem solving, planning, supervising, organizing and scheduling; ability to handle sensitive personnel matters in a timely and professional manner. Ability to maintain strict confidentiality is paramount.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

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| DIVISION: | Human Resources | DEPARTMENT: | Professional Learning and Development |
| TITLE CODE: | D0230 | CONTENT BY: | Deputy Superintendent/CHRO |
| GRADE: | 29 | COMPENSATION: | Human Resources |
| UNIT: | NB | LABOR RELATIONS: | Karyle Green, Ed.D. |
| LAST BOARD APVD: | 03/12/13 | CLASSIFICATION: | Beth Thedy, Ed.D. |
| SCHEDULE: | 8 Hrs. – 12 Mos. | | |

| REV: | DATE: | REVISION CONTROL: | INITIATED BY: |
|------|-----------|--|-------------------------------|
| 1.0 | 03/12/13 | Initial Release | Human Resources |
| 1.1 | 04/27/16 | REVISED | Human Resources |
| 1.2 | 07/01/20 | REVISED: New format | Human Resources |
| 1.3 | 12/7/2021 | Update physical requirements to ADA format, add schedule | Ellie Kelly – Human Resources |
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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.