

Hernando County School Board Florida

FLSA: Exempt, Non-Union

SUPERVISOR OF PROFESSIONAL DEVELOPMENT

Required Qualifications:

- Master's Degree in Education or a related field from an accredited institution
- Hold a valid Florida certification in Educational Leadership or School Principal
- Considerable knowledge of curriculum program design, implementation and evaluation in a variety of content areas
- Considerable knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations
- Knowledge of the operational procedures of federal programs including guidelines and regulations relating to federal programs
- Training and/or experience in professional development, instructional design or human resource development

Desired Qualifications:

- Three (3) years of previous supervisory experience
- Knowledge of accounting principles and practices relating to federal programs

Performance Responsibilities:

- Plan, design and coordinate all activities, programs and project components of professional development
- Coordinate the efforts of personnel in determining the instructional needs of students in
- Coordinate and integrate federal programs resources where applicable
- Determine priorities for meeting instructional needs and supervise the preparation of the project proposals
- Develop and implement procedures to assure that adequate funds, personnel, materials, equipment and evaluation procedures are included in each project proposal
- Supervise the compilation and dissemination of data and reports
- Ensure the district's compliance with state and federal laws
- Coordinate assignments and collaboration of all professional development
- Direct and manage all professional development activities including the master calendar for the district
- Develop and implement the Master Inservice Plan as required by statute
- Oversee the maintenance of professional development and audit records
- Provide assistance to schools and departments in designing, scheduling and delivering appropriate programs to include professional development
- Facilitate leadership development for aspiring and current administrators using best practices and leadership research
- Develop, implement and continue the Level II Principal Certification program
- Maintain inservice points accumulated by employees and distribute this information to

employees as necessary

- Collaborate with other school districts and professional associations for the exchange of information, development of new ideas and technical assistance support
- Communicate with the Executive Director of Student Support Programs regarding all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Implementation of all teacher induction, mentoring, and PEC (Professional Educator Competencies) programs
- Responsible for grant writing, monitoring and reporting
- Coordination of recruitment and retention efforts for the district
- Supervise and evaluate all professional development and other assigned staff
- Sustain focus and attention to detail
- Perform other duties as assigned by the Executive Director of Student Support Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Programs and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Programs and/or designee

Terms of Employment:

- 12-month employment
- Partially grant funded

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category G

Job Code:

63073

Board Approved: 01/20/09

Revised: 07/28/09, 07/27/10, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 7/6/2015, 10/04/2016, 06/25/19