

**Hernando County School Board
Florida**

FLSA: Exempt, Union

TEACHER ON SPECIAL ASSIGNMENT FOR PROFESSIONAL DEVELOPMENT

Required Qualifications:

- Master's Degree
- Florida Educator's Certification
- Minimum of five (5) years of successful teaching experience

Desired Qualifications:

- Training and/or experience in professional development
- Florida certification in Educational Leadership
- National Board Certification
- Clinical Educator Trained

Performance Responsibilities:

- Coordinate the planning and implementation of the professional development program
- Manage all professional development activities
- Develop programs to meet identified training needs
- Assist school and district staff in keeping up-to-date and well-informed about requirements related to professional development
- Oversee the development and maintenance of a master calendar for all staff development activities throughout the district
- Oversee the maintenance of professional development records and in-service points accumulated by employees
- Work with the Curriculum Department to develop the Master In-service Plan
- Work with administrators to facilitate leadership development for aspiring and current administrators
- Provide assistance to schools and departments in designing, scheduling and delivering appropriate professional development for site-based training
- Coordinate the teacher mentoring program
- Maintain contact with other school districts and agencies to exchange information and ideas relating to professional development
- Perform other duties as assigned by the Coordinator of Professional Development 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 Coordinator of Professional Development and/or designee

Evaluation:

Annual evaluation done by the Coordinator of Professional Development and/or designee

Terms of Employment:

10-month employment

Title II grant funded for one (1) year

Additional years contingent upon available funding

Salary:

Salary based upon the approved salary schedule - Instructional

Job Code:

63012

Board Approved: 07/28/09

Revised: 07/27/10, 05/17/11, 7/6/2015