

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7285  
Pay Grade: E04

FLSA: Exempt  
PTS

**SENIOR PROFESSIONAL DEVELOPMENT COORDINATOR**

**REPORTS TO:**

Director, Professional Development

**SUPERVISES:**

Not applicable

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university and five (5) years of progressively responsible related professional and/or educational experience. Demonstrated experience in organizing and coordinating programs or processes. Demonstrated awareness of contemporary trends and programs in professional development.

**PREFERRED:**

Master's degree with Florida Certification in Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Knowledge and expertise in adult learning theory.

**MAJOR FUNCTION**

The Senior Professional Development Specialist is responsible for developing, implementing, monitoring, and facilitating districtwide professional development activities while ensuring alignment with the district's mission.

**ESSENTIAL RESPONSIBILITIES**

- Assists the Director, Professional Development and the Specialist, Professional Development in coordination and alignment of the work of the Professional Development Department
- Designs and conducts training for district- or school-based personnel targeted to districtwide initiatives
- Collaborates with staff and other stakeholders to design and facilitate professional development instruction that promotes best practices and meets district and state requirements
- Builds capacity with district and school staff to provide ongoing, job-embedded professional development
- Plan, implement, and evaluate professional development and a change in practice with ongoing monitoring, including observation, feedback, and reflection
- Explores and implements professional development that is based on research-based strategies to help identify areas in need of improvement
- Supports development, training, and implementation of evaluation system
- Performs other related duties as required

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**SENIOR PROFESSIONAL DEVELOPMENT COORDINATOR**

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 6/00 PBL; BOARD APPROVED: 6/13/00; REVISED PREFERRED: 8/05 AK; REVISED MF, D&R, PREFERRED: 7/06 AK; REVISED MF, D&R: 1/07 AK; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA, 2/13 LM; BOARD APPROVED: 4/09/13; REVISED TITLE, REPORTS TO, MQ, MF, ER, 1/16 CH; BOARD APPROVED: 04/09/13; REVISED/ISSUED BASED ON FADSS STUDY 1/16 CH; BOARD APPROVED: 01/26/16

## SENIOR PROFESSIONAL DEVELOPMENT COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Professional Development Coordinator – PTS