



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Classified Professional Development Coordinator</b>	REPORTS TO:	<b>Director of Schools K-8</b>
DEPARTMENT/SCHOOL:	<b>Ed Services</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>206 Days/Calendar 6002 8 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission		SALARY GRADE:	<b>Schedule: 54 Range: 70</b>

**BASIC FUNCTION:**

Supervises, plans, develops, coordinates, and conducts staff development programs and trainings designed to improve job skills, meet mandated trainings requirement, and career development of classified employees.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan and coordinate all Classified Staff Development days
- Plan and coordinate and administer all other Professional Development opportunities and events, including e-learning.
- Chair the Classified Professional Development Committee; schedule meetings, maintain records, and develop agendas
- Work with department Managers, Supervisors and Classified Professional Development Committee to identify, establish and prioritize training needs and schedules
- Track PD days attendance- send letter of required attendance to PD Make-up, coordinate and attend PD Make-up Days as required
- Present to the Board, Personnel Commission, and other stakeholder groups on PD department plans and accomplishments
- Create MOUs for outside presenters for professional development
- Prepares summary reports of staff development activities and outcomes.
- Identify and select professional development consultants to conduct selected training sessions.
- Identify and secure locations for training/professional development.
- Conduct surveys and other data collection to plan professional development activities.
- Track employee compliance with annual mandatory trainings including mandated reporter, sexual harassment prevention, and blood borne pathogens, send reminders and update administrators and managers on employee status
- Implement professional development anchored in adult learning strategies and using current technology
- Produce a professional development plan for following year including budgetary needs for planning and presentation
- Analyze critical staff development and organizational issues and problems, determine the appropriate training interventions or programs, and implement appropriate responses
- Evaluate all components of training and professional development including: contract administration, curriculum effectiveness, trainer effectiveness, department utilization, and other critical factors.

- Consult with other State and City departments, outside agencies, industry information and other subject matter experts to maintain up-to-date, relevant and accurate training materials and curriculum.

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The principles, methods, and techniques of training

The principles of budgeting

Principles and practices of training, professional development and adult learning strategies

Applicable federal, state and local laws and regulations

Training design and delivery through a variety of modern mediums

Administrative principles and practices of budget preparation, administration and monitoring;

Methods of designing and training courses

Pertinent rules, regulations, and policies of the Board of Education and the Personnel Commission

Interpersonal skills including tact, patience and courtesy

Oral and written communication skills

Operation of a computer and assigned software

**ABILITY TO:**

Design, develop and deliver training programs

Source materials and current trends in organizational and staff development

Develop innovative, practical approaches to unique problems in responding to the needs of the District

Assess and evaluate the results of employee development programs with detailed and comprehensive reports

Conduct employee, management and other organizational needs assessments and task analyses

Organizing work, setting priorities, establishing goals and objectives;

Exercising sound independent judgment within established guidelines;

Evaluating training classes, tools, and documentation;

Communicating clearly and concisely, verbally and in writing.

Develop staff development programs

Deliver training using technology and web-based methods

Understand, interpret, and apply complex technical material, rules, procedures, policies and regulations

Work effectively with District personnel and the public

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with major course work in human resources, organizational development, business, or a closely related field and three (3) years of progressively responsible experience in developing, coordinating, implementing and evaluating training, educational and employee development programs. planning and coordinating events; two years of which were related to school employee training programs preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environments

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information

Seeing to monitor students and read a variety of materials

Sitting or standing for extended periods of time

Lifting, pushing and/or pulling up to 25 pounds

Bending at the waist, kneeling or crouching to assist students

Dexterity of hands and fingers to operate a computer keyboard