

SYLVAN UNION SCHOOL DISTRICT JOB DESCRIPTION

JOB CLASSIFICATION TITLE: DIRECTOR, PROFESSIONAL LEARNING AND INDUCTION

DESCRIPTION OF POSITION

Performs highly responsible administrative and supervisory duties to provide an effective Professional Learning program that conforms to District and State objectives.

ESSENTIAL FUNCTION:

- Under the direction of the Assistant Superintendent of Educational Services, plans, develops, implements, coordinates, and supports the Professional Learning and Induction programs as well as district level assessment and educational technology.

REPRESENTATIVE DUTIES:

- Coordinate and support the new teacher induction program to foster staff growth and ensure program compliance
- Identify professional learning needs across the District
- Develop, design, deliver services and activities for the implementation of a professional learning program
- Monitor professional learning services to ensure outcomes are achieved within budget and District objectives
- Research a variety of information sources to develop new programs that meet staff training needs
- Participate in meetings, workshops, and seminars to gather and/or convey information required to perform the function of the job
- Support, monitor, and manage district- level assessment
- Support, monitor , and manage educational technology needs and program
- Other duties as assigned
- Evaluate staff as assigned
- Act as the designee for the Assistant Superintendent as appropriate

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Valid California teaching credential
- Valid California administrative credential
- Master's Degree in Education
- Five years demonstrated leadership in administrative assignments, preferably including site and central office levels
- Experience in the K-8 setting

WORK ENVIRONMENT

Office environment

School site and Classroom environment

Workshop and training environment

12 month work calendar with occasional travel

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.

With or without the use of aids:

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally and vertically with arms.

PERSONAL QUALITIES:

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with parents and staff in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to innovate and work cooperatively, collaboratively, and professionally with all stakeholders.

WORK YEAR:

221 Days

SALARY RANGE:

Certificated Management Salary Schedule \$111,006 - \$127,871 (Master and Doctorate Stipends available)

Pending Board Approval: