

The Professional Development Program Manager is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, and development of the area of assignment. The Professional Development Program Manager will work closely with Departmental Directors and Principals to ensure that a comprehensive professional development program is established and carried out efficiently and effectively. The Professional Development Program Manager shall serve as the program area lead and a key resource person for the implementation of programs assigned to their specific area. The Professional Development Program Manager works collaboratively with other Certified Coordinators and Directors in the areas of Curriculum & Assessment, Special Education, Human Resources, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

The Professional Development Program Manager Reports to: Director of School Effectiveness**Competencies of the Professional Development Program Manager**

The Professional Development Program Manager shall possess deep knowledge of local, state and federal curriculum and assessment requirements, the Standards for Professional Learning as well as current policy related to area of assignment. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Professional Development Program Manager

- Supervise, evaluate and guide the work of Professional Development staff.
- Coordinate a comprehensive program of professional development for school leaders, teachers, staff, parents and community focused on curriculum implementation, assessment strategies, student achievement and specific job performance needs.
- Work collaboratively with all district directors and other district staff on the delivery and organization of the District professional development plan to ensure alignment with the curriculum management plan, student assessment plan and effective instructional practices.
- Work collaboratively with all district directors and school leaders to analyze various forms of data in order to support school improvement planning and identify professional development needs across the organization.
- Monitor and evaluate professional development services for the purpose of ensuring that performance outcomes are achieved within budget, department and District objectives at both the site and District level.
- Provide leadership and guidance to district wide initiatives including student agency programs.
- Seek a wide variety of external professional development offerings which will expand the scope and sequence of professional development offered to leaders, teachers and staff.
- Guide the development and implementation of orientation activities and a comprehensive induction program for new teachers.
- Provide professional development on the school improvement process and the understanding and use of data for instructional decision-making.
- Plan, facilitate and deliver professional development based on assessed needs aligned with school improvement efforts and District goals.
- Serve as a resource to teachers, administrators and other staff to identify and access professional literature, professional development materials and professional development opportunities.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

Minimum Qualifications

M.A.Ed. in Education Leadership, Curriculum and Instruction, or Adult Learning; or

Equivalent combination of education and experience to successfully perform the essential duties of job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Preferred Qualifications

Valid Arizona Administrative Certificate

Experience and demonstrated success as a district leader