

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

**Chain of Command**

The Certified Professional Development Facilitator reports directly to the Director of School Effectiveness.

**Competencies of the Certified Professional Development Facilitator**

The Certified Professional Development Coordinator 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 Arizona Standards. 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 Certified Professional Development Facilitator**

- Work collaboratively with the Director of Instruction, Director of School Effectiveness, Curriculum and Assessment department, Director of Information Technology, and other District staff on delivery and organization of the District professional development plan.
- Analyze assessment data with District and site administrators and staff in order to support school improvement planning and identify professional development needs, collaborating within and across departments and schools to achieve district goals.
- Provide professional development and support for beginning teachers in areas such as classroom management, content knowledge, instructional strategies, lesson planning and identification of curriculum resources for the purpose of improving instruction and helping new teachers become successful.
- Develop and implement a system-wide mentoring program for new teachers in the District.
- Coordinate and facilitate the District's annual new teacher orientation.
- Coordinate and design professional development services and systems for the purpose of implementing and tracking professional development program activities that address identified training needs.
- Plan, facilitate and deliver professional development based on assessed needs aligned with school improvement, District and school goals.
- Serve as a resource and coach to teachers, administrators, and other staff to identify and access professional literature, training materials, and training opportunities.
- Monitor and evaluate professional development services for the purpose of ensuring that performance outcomes are achieved within budget, department, and District objectives.
- Assist the Director of Instruction with the overall evaluation of the department's programs and services.
- 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 specialized area of assignment; or

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

Valid Arizona Teaching Certification and five years of teaching experience

Knowledge and experience in designing and evaluating professional development plans for both individuals and programs

### **Preferred Qualifications**

M.A.Ed. in Curriculum and Instruction and/or Educational Leadership

### **Date Revised**

3.1.2023