

## **District Staff Development Coordinator**

**Relationship:** Reports to the Director of Curriculum, Instruction, and Articulation

**Primary Function:** Plan and implement a comprehensive staff development program.

**Responsibilities:**

- Collaborate with administration to assess professional development needs and establish goals and priorities.
- Design and develop comprehensive professional development programs for staff that align with the district's strategic plan, professional development objectives and instructional priorities.
- Identify and select appropriate resources, materials, and tools to support professional development initiatives and researched based instructional practices.
- Coordinate and facilitate professional development sessions, workshops, and conferences for staff, that cater to various teaching subjects and pedagogical approaches.
- Provide ongoing support and follow-up activities to ensure effective implementation of new strategies and instructional practices.
- Use effective adult learning techniques to engage participants and encourage active participation.
- Collaborate with subject supervisors to create engaging and relevant learning materials for a department.
- Foster a culture of collaboration and peer learning among staff members.
- Manage logistics such as venues, materials, resources, guest speakers and consultants for various staff development activities.
- Develop online resources, webinars, and self-paced modules for continuous learning.
- Collaborate with instructional leaders to provide individualized support and coaching to teachers.
- Stay current with the latest trends and research in education and professional development to inform program design and implementation.
- Provide leadership and support to staff in implementing the curriculum effectively. Offer guidance on instructional methods, techniques, and assessment strategies to enhance student learning outcomes.
- Analyze student learning data assessing student learning outcomes and evaluating the effectiveness of instructional practices. Use data-driven insights to inform instructional practices and programming.
- Evaluate the effectiveness of professional development programs through data analysis, surveys, and feedback from participants.
- Maintain records and documentation related to professional development activities, attendance, and outcomes.
- Provide support with state reporting, including the development of the New Jersey State Department of Education's Professional Development Plan and Teacher Mentoring Plan.
- Attend workshops, meetings, and conventions to remain updated on trends and developments in instruction and professional development.
- Perform other relevant tasks and assume other related activities and responsibilities as the Director of Curriculum, Instruction, and Articulation may assign.

## **Job Description:**

1. **Program Development and Oversight:** Develop and oversee the implementation of a comprehensive professional development program, ensuring alignment with state and national standards, statute and resources. Collaborate with teachers and administrators to review and update instructional materials regularly.
2. **Instructional Support:** Provide guidance, resources, and support to teachers to enhance their instructional practices, classroom management, technology integration, student engagement and student learning outcomes. Coordinate with supervisors to offer professional development opportunities and coaching to enhance subject-specific and overall pedagogy.
3. **Assessment:** Analyze data and provide feedback to teachers, administrators, and other stakeholders to inform program design, to identify patterns and make informed decisions about program modifications. Develop assessment strategies and procedures to measure the impact of professional development initiatives on staff performance and student outcomes.
4. **Evaluation:** Support supervisors and administrators in annual reObserve, evaluate and provide feedback to teachers to inform instructional decision-making. Foster a culture of continuous improvement and innovation informed by data to identify trends, strengths and areas for improvement.
5. **Staff Development:** Provide orientation and ongoing professional development to new and existing teachers to support their growth in the subject area. Stay current with educational trends, research, technologies and best practices related to evaluation, programming, and instructional delivery.
6. **Scheduling Sessions:** Collaborate with district level/ school administrators and staff to develop and implement schedules that meet the needs of the staff. Consider factors such as availability, staff needs, and resource allocation when creating and adjusting schedules.
7. **Resource Management:** Assist in district-level budget planning and resource allocation for the staff development program, ensuring adequate funds and materials are available to support effective instruction. Stay updated on subject-specific trends, technologies, and resources to provide recommendations for procurement.
8. **Policy and Standards Compliance:** Stay informed about state and national educational policies, standards, and requirements related to the program. Ensure that district instructional practices and programs are in compliance with these guidelines.
9. **Communication and Collaboration:** Communicate and meet regularly with teachers, administrators, and district leadership to provide offerings, gather feedback, and address concerns related to staff development programming. Collaborate with school administrators, department heads, and instructional leaders to align professional development with district goals and across departments.
10. **Professional Development and Training:** Encourage and support professional development opportunities for teachers by sharing best practices, resources, and strategies. Stay updated on subject-specific research, trends, and best practices to provide relevant and engaging professional development sessions.

## **Qualifications:**

1. A Bachelor's degree from an accredited college or university.
2. New Jersey Teacher's Certificate

3. Such additions to the above qualifications as the Board may find appropriate and acceptable.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Professional Personnel.

References: Article VIII, Section IV, Paragraph I, New Jersey Constitution, N.J.S.A. 18A 11-1 27-4, N.J.A.C. 6:3-1.21

**Terms of Employment:** Ten-, eleven-, or twelve-month Contract in accordance with contractual arrangement as approved by the Board of Education.

Approved: October 16, 2023