

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SCHOOL STAFF DEVELOPMENT COORDINATOR

GENERAL DESCRIPTION: The School Staff Development Coordinator is included in the Teachers' Agreement under Supplementary Compensation. The School Staff Development Coordinator holds an important position of leadership as a member of the District and School Professional Development Committees and responsibility for certification of professional staff within his/her school. The School Staff Development Coordinator must be flexible and responsive to district, school, and staff needs. Candidates will be interviewed by the school administration. The School Staff Development Coordinator will be appointed for a one-year term and assessed by the District Professional Development Committee and school administration during this term. This position is in addition to the teachers' regularly assigned duties and may require additional time to the teacher work day and/or work year.

QUALIFICATIONS:

1. Previous experience as member of Professional Development Committee preferred
2. Knowledge of curriculum, instruction, and assessment
3. Knowledge of state certification process
4. Familiarity with district professional development process
5. Strong communication skills
6. Good organizational skills
7. Ability to work cooperatively with school staff and administration

CLASSIFICATION: This position is designated as a teacher stipend position subject to the Teachers' Collective Bargaining Agreement and School Board Policy.

REPORTS TO: School Principal

PERFORMANCE RESPONSIBILITIES:

1. Be a member of the District and School Professional Development Committees.
2. Hold an office of the District Professional Development Committee.
3. Chair School Professional Development Committee meetings.
4. Work with School Principal to coordinate the professional development process in assigned school.
5. Approve and sign professional development forms in assigned school.
6. Keep a system of documentation for all professional certified staff in assigned school.
7. Notify certified staff and school administration of missing documentation.
8. Notify teachers, school administration, and district administration of staff members in jeopardy of not receiving certification.
9. Serve as a certification resource addressing concerns and issues and reporting these concerns and issues to the District and School Professional Development Committees.
10. Interface with District Office as needed for the successful certification of school and district professional staff per the Professional Development Master Plan.
11. Carry out other duties as assigned by the District Professional Development Committee.

STIPEND: Supplementary compensation in addition to teacher salary schedule per Teachers' Agreement. Staff development coordinator will receive a written contract.

