



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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Position Title:	Director of Professional Development
Payroll/Personnel Type:	12 Month
Reports to:	Deputy Superintendent of Academics

**Position Summary:**

The Director of Professional Development directs the professional development program and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

**Essential Functions**

- Coordinates with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.
- Designs services (e.g. data management, fiscal responsibility, department forecasting, etc.) for the purpose of implementing professional development program activities that address identified training needs.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors professional development services (e.g. consultant's course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, thank-you notes, refunds, name tags, sign-in sheets, class lists, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials (e.g. refunds, receipts, purchase orders, credit card charges, registration forms, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Desired Qualifications:**

- Master's degree in job related area
- Teachers Certification and 5 years Classroom experience
- Administrative Certification
- Perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions.



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- Specific skill-based competencies required to satisfactorily perform the functions of the job include:
  - operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; effective listening; facilitating meetings; guiding others; instructional techniques; problem solving; record keeping; and training.

**Education & Experience:**

- A master's degree in education and/or educational administration and valid Missouri Credentials required, doctoral degree preferred.
- A minimum of five years of experience as a senior manager in teaching/professional development.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

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Employee

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Date

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Immediate Supervisor

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Date

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Human Resources

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Date



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*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*