

JOB TITLE: PROFESSIONAL DEVELOPMENT PROGRAM COORDINATOR

PAY GRADE: CL 22

LAST REVISED: 05/10/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under direction of the Dean of Planning Research Resource and Development, provides support for District Professional Development programs, policies, and procedures; provides specific staff training identified through strategic planning processes; develops goals and objectives to support and promote the College mission; coordinates the District Professional Development Resource Center; and performs a variety of tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assesses skill levels and training needs of staff; develops and designs staff training programs and modular components; assists with technology training and other District training; trains staff on use of the Staff Development computer facilities, functions and applications.
2. Schedules District-wide staff training workshops and conferences; arranges for facilities, times, trainers, and training materials; publicizes training opportunities to staff; assists trainers in computer lab processes and equipment.
3. Coordinates District-wide flex programs to promote faculty and staff professional development; implements Professional Development activities in accordance with College flexible calendar; explains and monitors compliance with District flexible calendar policies; Collaborates with vested interest groups (e.g. Academic Senate, Faculty Association, Classified Senate, etc.) in developing and maintaining professional development courses and materials.
4. Assist district compliance regulators in providing training, tracking, and other elements of EHS/HR compliance related training.
5. Tabulates, summarizes, and prepares reports on flexible calendar programs; tracks teaching schedule changes and processes faculty (flex) contracts; coordinates faculty contracts with appropriate committees and division offices and resolves problems as necessary; maintains faculty flex hours and resolves discrepancies as needed.
6. Analyzes and evaluates data and makes recommendations for future in-service training programs; prepares, develops, and coordinates convocation program and activities with Executive Council, Staff Development Committee, and other appropriate staff; designs and produces convocation program for publication.
7. Designs and produces Staff Development materials such as flex guides, programs, schedules, flyers, charts, forms and newsletters for various District-wide events and programs; designs multimedia presentations for District-wide events; assists in evaluating outcomes and effectiveness of projects

and events.

8. Develops, implements and coordinates special events and activities with other divisions/departments and external sources; prioritizes and monitors timelines for special projects and events; prepares special project requests for Professional Development Committee and communicates funding decisions to applicants; analyzes and evaluates special projects and events outcomes to determine effectiveness in conjunction with Professional Development and District guidelines; plans and prioritizes multiple projects and tasks.
9. Trains and assists staff with use of computer hardware and software applications; documents network activity and user problems; evaluates, recommends, and orders new software and hardware for the Professional Development Resource Center, , and District site-licensing programs; maintains Professional Development internal and external websites and trains staff on use of web as necessary. Trains and maintains staff on district database tracking software.
10. Maintains and monitors multiple budgets and/or grants in compliance with District and State policies and procedures; assists with budget planning and implementation; maintains records of financial processes and prepares requisitions and claims for reimbursement; resolves invoicing, requisitions, and other financial documentation problems; reconciles expenditures and reconfigures budget allocations with Business Services.
11. Prepares and processes faculty and staff stipends for training, special projects, and grants; processes flex contracts for payment; compiles data and assists in preparing reports for submission to Chancellor's Office of the California Community Colleges (COCCC).
12. Responds to inquiries and disseminates technical and/or other information regarding Professional Development programs, services, policies, and procedures; researches and prepares institutional and Statewide reports.
13. Prepares routine and specialized correspondence and reports; creates, updates, and maintains.
14. Works with Committee chairs and facilitators to plan meeting agendas, and recollections, institutes and events; maintains appointment calendars and schedules; assists in orientation of new faculty and staff to campus policies and procedures.
15. Oversees and supervises student and/or other temporary help; trains assigned staff on use of computer, computer laboratory equipment, other office equipment and District organizational policies and procedures including mandated EHS training.
16. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Statewide Staff Development programs, structure, policies and procedures governing faculty calendars and flex activities.

Methods and techniques of professional development.

Principles and procedures of developing staff training programs for a higher education agency.

Various learning processes and styles related to the delivery of staff training programs.

District policies and procedures pertaining to staff development activities.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and desktop publishing.

Mathematical principles and practices. Basic supervisory

techniques.

Principles and procedures of record keeping and filing.

Principles of business letter writing and basic report preparation.

Methods and techniques of public relations, marketing, and events planning.

Environmental Health & Safety compliance standards, policies, and programs.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Assess skill levels and training needs of staff and develop appropriate staff training programs.

Implement Staff Development activities in accordance with College flexible calendar.

Evaluate training programs and make recommendations for modifications as appropriate.

Design and produce a variety of staff development materials.

Deliver effective staff training and presentations.

Provide assistance to staff in the operation of computerized training software programs.

Respond to inquiries regarding staff development and training programs and events.

Maintain multiple budgets and grants in compliance with District and State policies and procedures.

Work independently and collaboratively.

Coordinate assigned functions with other District departments as appropriate.

Oversee the work of temporary student helpers.

Plan and organize work to meet changing priorities and deadlines.

Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Independently prepare routine correspondence and memoranda. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Guidelines: Education/Training:

Equivalent to completion of the twelfth grade supplemented by 2 years of college level course work in business administration, human resources, marketing, or a related field.

Experience:

Two years of increasingly responsible experience in professional development and training.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer



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keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.