

JOB TITLE: Professional Development Program Coordinator
PAY GRADE: CL 22
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, provides support for Professional Development and Organizational Development (POD) programs; provides specific staff training identified through strategic planning processes; and develops goals and objectives to support and promote the District mission.

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. Develops and facilitates a comprehensive professional development program for Classified professionals; creates professional development activities, trains facilitators, decides upon the most effective modalities, markets trainings, and researches innovative training techniques and platforms; supports the Classified Professional Development Committee.
2. Assesses skill levels and training needs of employees; researches, develops, and designs employee training programs and modular components; assists with technology and other types of training.
3. Coordinates professional development programs; implements activities in accordance with District flexible calendar; explains and monitors compliance with District flexible calendar policies; collaborates with vested interest groups in developing and maintaining professional development courses and materials.
4. Creates and produces POD materials such as videos, PowerPoints, programs, schedules, flyers, charts, forms, newsletters, and other marketing materials for various District professional development events and programs.
5. Trains and assists employees with use of computer hardware and software applications, including use of the District's professional development employee management system and database tracking software; documents network activity and user problems; evaluates, recommends, and orders new software and hardware for POD and District site-licensing programs; maintains professional development websites and trains employees on use of internet programs, as necessary.
6. Acts as the liaison and support to networking groups with the District and California Community College Chancellor's Office (CCCCO), guiding the development and implementation of workshops, networking meetings, agenda topics, and presenters.
7. Maintains and monitors multiple budgets and/or grants; 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.
8. Schedules employee training workshops and conferences; arranges for facilities, times, trainers, and training materials; processes contracts for vendors; publicizes training opportunities to employees; assists trainers in computer lab processes and equipment.

9. Develops, implements, and coordinates special professional development events and activities with internal and external sources, including Convocation; prioritizes and monitors timelines for special projects and events; prepares special project requests for the District's professional development committees and communicates funding decisions to applicants; analyzes and evaluates special projects and events outcomes to determine effectiveness in conjunction with guidelines and makes recommendations for future activities and events.
10. Responds to inquiries and disseminates information regarding professional development programs, services, policies, and procedures.
11. Creates, prepares, and summarizes institutional and statewide reports and compiles data on the District's professional development and flexible calendar programs, including those for the California Community Colleges Chancellor's Office (CCCCO); tracks teaching schedule changes and processes faculty (flex) contracts for payment; maintains faculty flex hours and resolves discrepancies; prepares and processes faculty stipends for training, special projects, and grants.
12. Assists District compliance regulators in providing training, tracking, and other elements of compliance related training.
13. Works with committee chairs and facilitators on meeting agendas and recollections for institutes and events; develops and maintains professional development schedules; assists in orientation and onboarding of new employees to campus policies and procedures.
14. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
15. Performs related duties that support the overall objective of the position.

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:

- Principles and procedures of developing professional development programs for a higher education agency and learning processes and styles related to the delivery of staff training programs.
- Methods and techniques of professional development, public relations, marketing, and events planning.
- Federal, state, and local laws, codes, and regulations relating to professional development programs, structure, policies, and procedures, including governing faculty calendars, flex activities, and environmental health and safety compliance.
- Basic mathematical concepts.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading and formatting techniques.

Ability to:

- Design and produce a variety of professional development materials.
- Develop, deliver, and evaluate appropriate employee training programs, activities, and presentations.
- Assess skill levels and training needs of staff.
- Implement professional development activities in accordance with the District flexible calendar.
- Create asynchronous online trainings, edit videos, and troubleshoot tech issues.
- Assist employees with computerized training software programs.
- Maintain multiple budgets and grants in compliance with District and State policies and procedures.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain accurate filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Maintain confidentiality of information.

- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of college with major course work in business administration, human resources, communications, 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 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.

Board Approved: July 15, 2025