

Phoenix Union High School District No. 210
4502 North Central Avenue
Phoenix, Arizona 85012

Equal Opportunity Employer

POSITION TITLE:	Professional Development Specialist, TOA	DIVISION:	Curriculum and Instruction
WORK YEAR:	9 months	DEPARTMENT:	Staff Development
LOCATION:	Schools	SALARY SCHEDULE:	Teacher

GENERAL STATEMENT OF RESPONSIBILITIES:

The Professional Development Specialist serves as a facilitator and resource person for the continuous improvement of instructional delivery. The Professional Development Specialist is responsible for researching, developing, implementing, recommending and evaluating staff development programs, resources, methodologies and technology to improve student achievement. The Professional Development Specialist works collaboratively with the school community to achieve school and district improvement goals.

MAJOR DUTIES:

1. Design and deliver professional development programs and activities for individuals and groups based on researched-based instructional practices, including the use of effective instructional technology.
2. Collaborate and support professional learning communities as they collect, analyze, and use data to improve student achievement.
3. Assist with the facilitation and implementation of district and school-wide staff development activities.
4. Serve as a coach and mentor by making classroom visits, modeling demonstration lessons, team-teaching, and providing feedback and support for continual professional development of teachers.
5. Participate in the design and implementation of the teacher induction program.
6. Research and recommend methodologies, technologies, and resources for the improvement of instruction and incorporate these strategies into staff development activities.
7. Participate in the development and implementation of the school improvement plan as related to staff development activities.
8. Participate in professional activities to maintain and continuously improve skills, understanding of adult learning, and effective use of instructional technology.

POSITION TITLE: Professional Development Specialist

QUALIFICATIONS:

1. Possess a current Arizona Standard Secondary Teaching Certificate.
2. Master's Degree highly recommended.
3. Have a minimum of five (5) years successful teaching experience at the high school level, with three (3) of those years in PUHSD highly recommended.
4. Have training and/or experience in a variety of instructional delivery methods, adult learning, group facilitation, and integration of technology in instruction.
5. Use leadership and human relations skills effectively with adults.
6. Have expertise and experience with standards-based curriculum, best practice instruction, and effective assessment methods.
7. Have knowledge of the instructional needs of diverse student and staff populations.
8. Demonstrate a commitment to the attainment of the mission and goals of the District.

SUPERVISION RECEIVED:

Principal/Designee.

PREPARED BY: JLL Committee	REVIEWED BY: EBB	REVIEWED BY: JA	JOB NUMBER:	EFFECTIVE DATE: 4/13/10
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