

PROFESSIONAL DEVELOPMENT COORDINATOR

BASIC FUNCTION

Partners with applicable departments to facilitate, coordinate, manage, and evaluate professional development programs, events, and activities for various groups and individuals at a college or District office; develops assessments to evaluate training needs; assists in the selection of consultants or other training professionals; and prepares a diverse range of training documents and materials.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently providing coordination and professional support to the District's staff development programs. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective professional development programs are delivered. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Collaborates with applicable contingency groups to design, plan, and implement various programs that address institutional, departmental, and personal training needs identified through the strategic planning process.
2. Designs and conducts periodic professional development and training needs assessments for faculty, classified, and management groups; develops methodologies, collects data, evaluates the effectiveness of professional development activities and participation levels, and prepares reports and recommendations related to outcomes and program improvements.
3. Assists in maintaining, revising, and implementing professional development plans; assists in establishing goals and objectives to align with the institution's mission and strategic initiatives; integrates and facilitates new and existing training and development workshops.
4. Plans, organizes, and implements major development events for the District; areas of responsibility include, but are not limited to, budget compliance, event logistics, development of related materials, and publishing and promoting the events.
5. Assists with selecting consultants, faculty, and staff to conduct training and workshops; communicates with vendors regarding training materials and resources; identifies, sources, and evaluates consultant and vendor-available professional development courses and materials.
6. Develops processes and procedures to coordinate the professional development function including contracts, forms, grant applications, awards, reports, and other materials.
7. Assists in developing and monitoring budgets and manages expenditures in a manner consistent with

- college and District policies and priorities.
8. Researches and disseminates information regarding new and emerging technologies that support organizational development, professional development, and learning.
 9. Serves as a resource to faculty, administrators, and classified staff to identify and access training materials and opportunities; informs and advises employees regarding professional development programs, funding opportunities, and other professional development benefits.
 10. Partners with Human Resources to implement and expand professional development initiatives.
 11. Serves as a liaison for local, state, and national educational and professional development organizations
 12. Assists with faculty, classified staff, and management recognition/appreciation ceremonies and celebrations.
 13. Prepares business reports, letters, correspondence, and related documents.
 14. Participates in District-provided in-service training programs.
 15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
 16. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles of professional development and training trends in community college programs.
2. Theories, strategies, and methodology of adult education principles and learning.
3. Public speaking and presentation techniques.
4. Methods related to meeting facilitation and event coordination.
5. Basic principles of promotion, publicity, marketing, and advertising.
6. Current trends in professional staff development programs and methods.
7. Community resources and programs complementary to staff development activities.
8. Research methods and techniques used in the professional development field.
9. Professional competencies related to a variety of occupational fields.
10. Methods and techniques of writing/composing and laying out and producing professional development and training materials.
11. General college organizational structure, policies, procedures, rules, and regulations.
12. Principles and techniques of budgeting and financial management.
13. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
14. General business office administrative procedures.
15. Recordkeeping principles and practices.

Ability to:

1. Perform difficult, complex, and detailed planning, reporting, and communicating with multiple constituency groups, senior management, and outside entities.
2. Analyze situations accurately and take appropriate action.
3. Coordinate a professional development program in a manner consistent with management objectives and employee needs and interests.
4. Effectively assess, target, and align professional development needs with individual, departmental, college, and District goals.
5. Prepare effective and comprehensive oral and written communications, reports, publications, and presentations.

6. Travel to offsite meetings and events.
7. Maintain an understanding of current ideas, trends, rules, and regulations pertaining to area of assignment.
8. Plan, implement, and evaluate program operations and services.
9. Understand, interpret, and apply mandated and District policies, rules, and regulations.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
11. Exercise independent judgment within general policy and procedural guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree in education, human resources development, organizational development, or a related field and three (3) years of directly related experience providing professional support to training and development and instructional design and delivery programs; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.