

SAN DIEGO CITY SCHOOLS

TITLE	Director, Institute Support and Professional Development	REPORTS TO:	Executive Officer to the Chancellor
DEPARTMENT:	Institute Support and Professional Development	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	12 Months
EFFECTIVE DATE:	January 1, 2001	SALARY:	Grade 13

BASIC FUNCTION:

Provide leadership for implementing teacher recruitment, preparation, induction, and training programs; oversee intern programs and special education professional development programs; and assist in planning, implementing, and facilitating major initiatives of the Institute for Learning.

REPRESENTATIVE DUTIES:

Direct the implementation of Beginning Teacher Support and Assessment (BTSA) Program for new teachers at the secondary level and low incidence special education programs. *E*

Direct the implementation of the National Board of Professional Teaching Standards Program and the Peer Assistance and Review Program. *E*

Oversee the coordination of the Teacher of the Year and student recognition programs. *E*

Manage Institute grants and externally funded projects. *E*

Oversee and supervise elementary and special education intern programs and pre-intern program. *E*

Direct the implementation of the secondary intern program. *E*

Oversee and supervise professional development in the area of special education. *E*

Assist the Executive Officer to the Chancellor in the development and implementation of Institute initiatives. *E*

Assist Instructional Leaders in planning, organizing, and facilitating principal conferences and vice principal training. *E*

Assist in planning, organizing, and facilitating Institute professional development work. *E*

Represent the Institute on district committees, work groups, and task forces, and at community meetings. *E*

Conduct research and prepare reports, communications, and other written materials. *E*

Select, supervise, and evaluate assigned certificated and classified staff. *E*

Monitor expenditures of funds within assigned area of responsibility. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree and seven years of progressively responsible experience in organizational and instructional leadership related to the planning, development, and delivery of professional development systems and curriculum and instruction.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective strategies, theories, techniques, and methods of professional and organizational development.
District curriculum and school instructional programs.
Principles and techniques of budget preparation and control.
University systems and teacher preparation programs.
Teacher credential requirements and teacher preparation options.
Special education programs, practices, and policies.

ABILITY TO:

Provide leadership and direction.
Plan, develop, and organize programs.
Design professional development models.
Make presentations and deliver professional development to teachers and administrators.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Meet schedules and time lines.
Work independently with little direction.
Plan, organize and manage work.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office environment.

PHYSICAL ABILITIES: Dexterity of hands and fingers to operate a computer keyboard, sitting or standing for extended periods of time, hearing and speaking to exchange information and make presentations, seeing to read and write reports.