

**PROGRAM SPECIALIST I  
PROFESSIONAL DEVELOPMENT  
TRANSITIONAL KINDERGARTEN THROUGH GRADE 12**

**DEFINITION:**

Under the direction of the Assistant Superintendent or designee and in collaboration with other Educational Services administrators, provide leadership and organization to all aspects of district wide professional development programs and activities, with an emphasis on certificated staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collaborate with Educational Services administrators to develop a cohesive professional development plan that reflects District goals and priorities and expressed needs of teachers and site administrators.
- Assist in the organization, delivery and evaluation of professional development activities.
- Conduct needs assessments to determine professional development needs within the District.
- Partner with teacher leaders and/or literacy coaches to maximize the effectiveness of professional development .
- Support teachers who have accepted leadership roles at site and/or district levels; arrange for professional development for these teachers; collaborate with Educational Services Coordinators to define and monitor roles, responsibilities and activities of teacher leaders.
- Assume responsibility for the implementation and evaluation of the BTSA Induction Program; complete required documentation; design and maintain budgets; plan and lead BTSA Advisory Team meetings; and maintain effective communication with BTSA state level and local colleagues.
- Plan and implement BTSA Induction professional development programs utilizing input from participating teachers, support providers, the BTSA Advisory Team, and site and district administrators and in accordance with legal requirements.
- Establish and maintain effective communication with site and district staff regarding professional development, including maintaining relevant webpages and online resources.
- Serve as a resource expert in the design and implementation of professional development models and activities.
- Serve as a collaborative member of the Educational Services team; provide relevant information and expertise to the pre-K through twelfth grade instructional program.
- Perform other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Principles, theories, methods, techniques, strategies and standards pertaining to teaching and instruction of adults and students; standards for professional practice; current standards in all subject areas; learning needs of diverse student populations; research principles and practices of professional development; BTSA Induction Program, including relevant state and local laws; data analysis protocols; professional learning community protocols

Ability to:

Plan and organize professional development programs and activities; monitor budgets; collect and analyze data; communicate effectively, both orally and in writing; analyze problems and issues and develop appropriate solutions; manage multiple tasks; utilize technology as a means for various types of communication and recordkeeping; establish and maintain effective working relationships

Experience:

A minimum of three years experience that has provided the applicant with the knowledge and abilities listed above. Classroom teaching experience preferred.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: June 24, 2014