

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: PROFESSIONAL DEVELOPMENT COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Vice President of Human Resources, facilitate and coordinate appropriate and timely professional development workshops for faculty, management and staff; design, plan and implement various programs to address institutional, departmental, and personal training needs; train, supervise and evaluate assigned staff.

#### **REPRESENTATIVE DUTIES:**

Using the college's planning software, develop the Professional Development Plan; establish goals and objectives to align with the college's mission and strategic initiatives; prepare status reports as required; design and develop programs throughout the year to meet the objectives set forth in the Plan.

Serve as the District's Professional Development/Flexible Calendar Coordinator and in conjunction with the Faculty Development Committee, design and implement a Flexible (Flex) Calendar Program for faculty involving numerous workshops, training sessions and seminars; submit related certification to the Chancellor's Office as required; maintain accountability records for full-time faculty with respect to their Flexible Calendar/Professional Development obligations.

Coordinate and facilitate a classified employee training program in compliance with the provisions of the Classified Employee Agreement. In conjunction with the Classified Professional Development Committee, plan and implement various programs and events throughout the year.

Develop and monitor assigned budget to implement the District's Professional Development Plan within established guidelines; prepare year-end expenditure and activities report for assigned funds.

Design, plan and implement various programs to address institutional and departmental training needs; design and conduct periodical needs assessment for faculty, classified and management groups; prepare flyers and announcements for workshops.

Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels and committees as requested.

Select consultants and internal faculty and staff to conduct training and workshops; conduct individual program evaluations and prepare summaries of performance indicators.

Remain current in addressing the professional and technology development needs of educational institutions, conduct a variety of professional regional and other meetings; chair assigned committees; develop agendas, record minutes and provide for appropriate follow-up; meet with other college campuses and staff development officers to share resources and ideas; facilitate division and department meetings and retreats.

Develop processes and procedures as needed to coordinate the professional development function including the development of contracts, forms, grant applications, awards and other materials.

Plan, organize and implement major events for the District involving budget development, contacting community organizations, developing related materials, publicizing and promoting the events and performing related activities.

Operate a computer and other office equipment as assigned.

Communicate with vendors regarding training materials and resources; review training materials and select materials for purchase.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Education Code and other laws, rules and regulations related to assigned activities.

Employee group collective bargaining agreements.

District organization, policies and objectives.

Curriculum development for training courses.

District job classifications and functions.

Policies and objectives of supervision and training.

Record-keeping techniques.

Budget preparation and control.

Public speaking techniques.

Current educational and online learning technology pedagogy.

**ABILITY TO:**

Create, plan and implement a comprehensive professional development program.

Develop training programs, workshops and seminars based on needs assessment.

Coordinate College-wide programs.

Train, supervise and evaluate assigned staff.

Administer funds and maintain accurate budget records.

Prepare and maintain records and reports.

Explain policies and procedures to faculty and staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction

Prepare and deliver oral presentations.

Demonstrate interpersonal skills using patience, tact and courtesy.

Maintain current knowledge of advances in the field involving literature, current research and resources.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in social science, education, human resources, business or related field and two years experience coordinating programs. Experience as a trainer is preferred.

**WORKING CONDITIONS:**

Extensive use of a monitor, computer and keyboard.

Move from one location to another.

Lift and carry up to 25 pounds.

May occasionally travel to off campus locations.

Interact with a variety of individuals.

Supervisor Salary Range: 24

Revised and Board Approved: September 8, 2014