



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, STAFF DEVELOPMENT	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under minimal direction, plan and organize the daily functions of the Staff Development Program, which provides District wide professional development resources, services and other support to faculty, staff and managers; provide direction and support to the Faculty Development Coordinator; serve as lead worker to other classified staff in the area; supervise student assistants; and perform related work as required.

SCOPE:

The Coordinator, Staff Development develops and promotes events and programs that serve the professional, educational, and training needs of District employees; provides resource materials to faculty, staff, and managers; and monitors staff development budgets.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Coordinates faculty and staff professional development training opportunities.
2. Coordinates the bi-annual District-wide Professional Development Activity Days program that includes designing and producing promotional materials and web pages; coordinating event logistics; organizing presenters; managing faculty attendance, and ensuring compliance with State guidelines.
3. When funding is available, monitors State Staff development budget, which includes gathering and compiling data for the Chancellor's Office Expenditure Report, reviewing proposals and advising faculty, managers and staff on State and District policies.
4. Communicates and coordinates with various district departments as appropriate to ensure efficient operation of events.
5. Consults with faculty, managers, staff and constituent groups on policies and procedures related to District and state requirements.
6. Coordinates staff development activities and events such as New Faculty Orientation, Adjunct Faculty Orientation and Classified Staff Orientation, and develops associated event materials.
7. Develops and monitors multiple budgets; ensures compliance with District policies.
8. Maintains a knowledge base of and liaison relationship to state and national professional development organizations (NISOD, NCSPD, 4CSD).
9. Serves as Co-Chair of the Professional Development Committee (PDC) and may serve as Chair of the Classified Staff Development Committee (CSDC).
10. Develops and monitors systems to track staff development events and activities.
11. Serves as a lead worker to other classified staff in the department.
12. Maintains knowledge of faculty loads and the associated adjustments to Flex obligations due to pre-retirement workload reductions, leaves, schedule changes, co-teaching and Board approved personnel actions.
13. Processes faculty pay docks for non-compliance with professional development Flex Program obligations.

EMPLOYMENT STANDARDS

ABILITY TO:

Coordinate, plan and organize the activities of a comprehensive Staff Development Program; perform difficult, complex and detailed clerical and administrative work with accuracy and speed; work under pressure to meet deadlines; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with minimal guidance and direction; communicate effectively in English; follow and give oral and written directions; act as a lead worker to other Classified staff in the area; supervise student assistants and short-term, non-continuing employees; interact with faculty and the public in a helpful, courteous and friendly manner; perform public speaking in front of small and large audiences; develop and maintain clerical and statistical records; work independently with a minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Staff development and training trends in higher education; basic public speaking, basic marketing principles, practices and techniques; modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing, spreadsheet tools, and web page maintenance; calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

Preferred additional knowledge: Working knowledge of SRJC Systems such as Escape, PRPP, and the Student Information System (Instructor Load Look-up).

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Experience:

Four years of increasingly responsible related experience.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.