

**Greenwood School District 50  
Position Description**

**POSITION TITLE: Director of Professional Development/Induction**

Department: Instruction  
Reports To: Assistant Superintendent of Instruction  
Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMARY:** Ensures that effective staff development is provided for all faculty and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

- ⇒ Assess professional development needs of all employees
- ⇒ Communicate with directors and principals to ascertain professional development needs
- ⇒ Survey teachers and staff to determine professional development needs
- ⇒ Determine professional development
- ⇒ Plan/ schedule for all professional development days
- ⇒ Develop a monthly professional development calendar that identifies all professional development activities in the district/schools
- ⇒ Collaborate with the Director of Evaluation to oversee the development/revision of the district and school strategic plans on an annual basis
- ⇒ Coordinate student teachers in classrooms throughout the district
- ⇒ Serve as the Continuing Education contact person for the district
- ⇒ Manage the Safe Schools Employee Training database
- ⇒ Collaborate with Director of Evaluation and teachers to complete observations of Induction teachers and improvement plans
- ⇒ Serve on evaluation teams
- ⇒ Teach the district Induction course
- ⇒ Identify mentors for first-year teachers, teacher interns, and other teachers as needed
- ⇒ Observe induction teachers as needed

**SUPERVISORY RESPONSIBILITIES:**

Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Master's Degree with related work in professional development and strategic planning. Valid S.C. Administrative Certification as a Principal; Minimum of five year's successful experience as a classroom teacher. Must be able to effectively deal with the public and staff both in person and on the phone.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication in a variety of formats or styles. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.**

Valid SC teaching certificate with administration/supervision certification. Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk and stand. The employee must be able to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is frequently required to drive. The employee frequently communicates through speech.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*