

PROFESSIONAL DEVELOPMENT SPECIALIST
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Plans, designs, organizes, prepares and delivers professional development programs to address a wide variety needs for school staff, from management and supervisory staff to teachers and other classroom support staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under limited supervision, working both independently and in consultation with others, an incumbent in this position is responsible for examining a variety of factors, e.g., standardized test scores, to determine district needs, and for working with clients to determine which services to offer and how best to offer them. Additionally, this position conducts formal training sessions on new and revised New York State Education Department requirements. These sessions are offered to a wide range of audiences within the school districts, and include staff at all levels of responsibility, i.e., teacher aides, teachers, department chairs, principals, assistant superintendents, district curriculum coordinators and superintendents. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Develops extensive knowledge of individual school districts in order to determine where each stands in relation to new State Education Department standards and assessments and required performance levels;

Researches, formats and presents relevant and current information from print and electronic media to address training needs;

Conducts presentations for audiences of varying sizes;

Monitors district initiatives and maintains ongoing contact with district representatives for the purpose of ascertaining the effectiveness of these initiatives;

Analyzes current curriculum and related testing requirements in relation to evolving standards for districts;

Creates and markets new professional development programs to district management/administrative staff;

May, when available, manage grants used to fund training programs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of evolving New York State Education Department standards and requirements for the purpose of designing appropriate professional training programs; good knowledge of current office technology for purpose of preparing and delivering training programs, e.g., use of Power Point for presentations; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to assess training needs in relation to those State standards; ability to design and deliver training programs; ability to lead discussions and make formal presentations; ability to communicate effectively both orally and in writing; ability to manage multiple assignments and priorities; ability to establish effective working relationships with school district personnel at all levels; initiative; resourcefulness; poise; tact; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) a Bachelor's Degree* and five years of professional work experience in either business or education, three years of which must have included developing and conducting professional development or training programs; or (b) Bachelor's Degree* and five years of classroom instruction experience, including or supplemented by experience in conducting teacher training and workshops; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: A Master's Degree* may be substituted for one year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL NOTE: Professional experience is defined as that which requires specialized and theoretical knowledge usually acquired through college training or through that experience and other training that provides comparable knowledge. Professional work generally involves independence of action and personal responsibility for action. In many fields, experience cannot be credited as professional if performed prior to obtaining the required degrees, licenses, certification, etc., examples include: Librarian, Nursing, Social Work, etc.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.