



2100.28: DIRECTOR OF STAFF DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT

Reports to: Executive Director of Leadership and Strategic Planning

General Summary: The Director of Staff Development and Instructional Improvement supports the educational programs and services of the District by ensuring that the teacher evaluation program is monitored and fully implemented and that professional development and continual learning opportunities are planned, delivered and utilized for all staff members.

Essential Functions:

1. Organizes, communicates, implements and evaluates the instructional improvement of certificated staff. (20%)
2. Directs the certificated staff evaluation program and supports the Human Resource Department with instructional support for Intensive Assistance plans. (15%)
3. Supports all District departments to ensure that the staff development of certificated and classified staff are determined to adequately support the Millard Education Program, Strategic Plan federal and state mandates, and job training needs. (15%)
4. Directs the new certificated staff induction program. (10%)
5. Assists principals, teachers and District-level personnel in the planning, developing and implementing of staff development activities. (10%)
6. Supervises and evaluates the work of principals and other staff as assigned by the Superintendent. (5%)
- 7.

- Develops and administers budgets to support the comprehensive staff development plan. (4%)
8. Identifies needs for credit courses and works with administrators of colleges and universities and E.S.U. to provide college credit courses and programs within the District. (1%)
 9. Serves as a liaison between the District and other local, state and national educational agencies in the development, coordination and implementation of programs for staff development. (2%)
 10. Conducts workshops, seminars and conferences on appropriate topics for all staff members. (8%)
 11. Performs such other tasks and assumes such other responsibilities as the Executive Director of Leadership and Strategic Planning may assign. (5%)
 12. Attends all board of education and Superintendent cabinet meetings. (4%)
 13. Other duties as assigned by the Superintendent. (1%)

Qualifications:

1. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.
2. Certification or Licensure: Appropriate Nebraska Administrative Certification required.
3. Experience desired: Five years of successful administrative experience in the area of instructional improvement, staff development, and staff evaluation is preferred; three years experience is required. Previous supervisory experience is required.
4. Other requirements: Ability to work with individuals and groups in the development and implementation of a district staff development and instructional improvement program; ability to compile and prepare reports.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing		X	
2. Walking		X	
3. Sitting		X	
4. Lifting <u>25</u> lb. max.	X		
5. Carrying <u>50</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing.....	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the immediate supervisor (and/or superintendent).

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Date of Adoption

May 4, 1998

Date of Revision

September 21, 1998

February 21, 2000

April 19, 2004

September 4, 2007

October 20, 2008

September 6, 2011

May 5, 2014

August 1, 2016