

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: PD Coordinator
Job Class Code: 5235
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Coordinates with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.
- Designs services (e.g. data management, fiscal responsibility, department forecasting, etc.) for the purpose of implementing professional development program activities that address identified training needs.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors professional development services (e.g. consultant's course outcomes, training staff, etc.) or the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, thank-you notes, refunds, name tags, sign-in sheets, class lists, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials (e.g. refunds, receipts, purchase orders, credit card charges, registration forms, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

MINIMUM QUALIFICATIONS

Education: Bachelor's and/or Master's Degree
Certification/Licensure: Valid Kentucky Teacher certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.