JOB DESCRIPTION

Coordinator of Professional Development

Definition of Class
This is a professional position in which the incumbent develops and coordinates department sponsored professional training and serves as a professional resource to external agencies. The incumbent uses specialized knowledge and experience to perform job duties and make independent decisions. The incumbent may supervise subordinate staff and works under limited supervision.

Examples of Work Performed
Develops and coordinates sponsored professional development training programs.

Coordinates, delivers and evaluates department sponsored professional training based on Common Core State Standards throughout the State of Mississippi.

Presents and speaks at sponsored professional training, and works with K-12 teachers in the classroom to implement Common Core Standards.

Conducts needs assessments for training; oversees development of training curriculum; recruits, assigns, and evaluates instructors.

Collaborates with various agencies to promote professional development services and determine training needs.

Coordinates the production of materials to promote professional development services offered by the department.

Screens and selects candidates to participate in specialized professional development and/or certifying training programs.

Coordinates registration of professional development training programs.

Creates and submits all required reports reflecting training presented and participating individuals to required personnel.

Monitors expenses related to programs and secures necessary equipment and supplies.

Maintains records of all purchases, income and sub-contracts for professional development delivery.

Creates content and delivers sponsored professional training.

Supervises the delivery of professional development by other personnel.

Recruits faculty or graduate students to deliver professional development content.

Stays abreast of professional developments related to the training programs through research and attending seminars and/or conferences.

Assists with the development of policies and procedures.

Performs similar or related duties as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops, coordinates, delivers, and evaluates department sponsored professional training.
2. Regularly presents and speaks at sponsored professional training.
3. Promotes professional development services.
4. Serve as primary liaison between department and external agencies.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree in Education, or a related field from an accredited college or university.

AND

**Experience:**
Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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