

STAFF DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This position provides specialized administrative support services to a high level administrator responsible for the coordination of a major program function in a school district. The incumbent serves as the school district's representative in the consideration and determination of a wide variety of administrative problems relating to staff training. The work involves frequent contact with the administrator, and curriculum and instructional staff in program development. Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. This position may direct the work of lower level employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Acts as a technical resource for staff development programs for professional and para-professionals in a school district;
2. Assists an administrator or other higher level employee in almost all aspects of the planning, implementation and evaluation of curriculum development activities for professional staff;
3. Arranges meetings, workshops, and speakers for programs and presentations to staff;
4. Coordinates program details with directors of conference facilities; arranges for conference or program dates and times, assuring sufficient program support;
5. Develops program announcements and brochures;
6. Maintains files and records, and may coordinate follow-up procedures for proposed curriculum development activities, keeping staff informed of program direction and preparing periodic program summaries;
7. Maintains records of program participants, including crediting participants with in-service credit for salary purposes, graduate school credit for salary purposes and reimbursement for conference attendance costs;
8. Processes all claim forms and invoices related to professional development programs, and maintains records of expenditures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports and documents;

Knowledge of composition, grammar, spelling, punctuation and required formats necessary to develop correspondence and reports or correct such errors in the correspondence and reports of others;

Knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;

Knowledge of contract administration to ensure process meets legal requirements;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to assist the administrator in the management of the work flow of the department, which may involve the supervision of the work of others assigned to the office for special projects or on a regular basis;

Ability to schedule meetings involving numerous people with conflicting schedules;

STAFF DEVELOPMENT SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS (Cont'd):

Ability to coordinate facilities and accommodations;
Ability to learn and understand departmental functions and style of administrator to directly assist the administrator;
Ability to speak knowledgeably and with authority about administrative functions of the office or department and to advise staff on how to address situations that occur;
Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree and three (3) years of full-time paid secretarial or general office experience, which included personal contact, word processing and database management;
- OR: (B) Five (5) years of full-time paid secretarial or general office experience as described in (A) above;
- OR: (C) An equivalent combination of education, training & experience between the limits of (A) and (B) above.

Note: College education may be substituted for the required work experience on a year-for-year basis (30 credits equal to one year) up to a maximum of four (4) years.

HU5310

ADOPTED: 11/07/96

REVISED: 01/27/98

01/15/16