



WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

Job Description

Job Title:	Professional Development Specialist
Supervisor:	Administrator for Professional Development & Adult Ed Programs
Terms of Employment:	12 months
Location:	West-MEC (Western Maricopa Education Center) 5487 N. 99 th Avenue Glendale, Arizona 85305
Salary Range:	\$60,150 - \$80,550

Job Description:

The Professional Development Specialist focuses on the improvement of student learning opportunities through the provision of instructional leadership. Responsibilities include development and delivery of workshops and courses, instructional coaching and the development of teaching staff. This position serves as a member of the professional development staff charges with improving the skills and capacity of district and member district personnel.

Essential Duties and Responsibilities:

- Develops and delivers professional development courses and workshops
- Develops and submits proposals to obtain Arizona Department of Education credit for new courses
- Assists in the delivery of training for CTE student organization officer teams and advisers
- Provides instructional coaching
- Develops and delivers instructional technology training
- Develops and delivers distance learning courses and workshops
- Develops and executes a professional development marketing plan
- Develops and delivers training for adult education instructors
- Provides adult instructional coaching
- Assists in reviewing and evaluating effectiveness of teaching methods and work activities
- Assists in Curriculum, Instruction and Assessment initiatives as requested
- Serves on state and regional professional development committees
- Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students
- Assists teachers with CTE certification issues
- Performs other duties as assigned or required

Knowledge and Skills:

- ✓ Skill in applying and implementing leadership techniques
- ✓ Ability to mentor teachers
- ✓ Ability to develop and deliver high quality professional development opportunities
- ✓ Skill in effective communications while interacting with supervisors, staff, students and others
- ✓ Skill in establishing and maintaining effective working relations with co-workers, students, parents and stakeholders
- ✓ Skill in operating instructional technology and educational related software
- ✓ Skill in social media

Qualifications:

Minimum Qualifications: A master's degree AND an Arizona Teaching Certificate, AND 5 years' successful experience as a CTE Teacher OR any equivalent combination of experience and education from which comparable knowledge, skills and abilities have been achieved.

Other requirements:

- Arizona CTE Teaching Certification required
- Must be able to pass a fingerprint and background check
- May be required to work outside normal working hours
- Must have at the time of application and must maintain a valid Arizona driver's license
- May be required to travel to perform job functions

Closing Date: Open until Filled

Start Date for Position: Immediately

Application Procedure:

Submit on-line application - West-MEC.org

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.