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**JOB DESCRIPTION: DIRECTOR, STAFF DEVELOPMENT**

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<b>DEPARTMENT:</b>	Business & School Solutions	<b>REPORTS TO:</b>	Executive VP, Business & School Solutions
<b>JOB CLASS:</b>	Director	<b>PAY GRADE:</b>	22
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	04/15/15

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

**POSITION GENERAL SUMMARY:**

The Director of Staff Development oversees the successful development, implementation, execution, and continuous improvement of all FLVS staff professional development, training, induction programs, performance management and evaluation to include the implementation of FLVS policies and procedures through quality assurance observations of teacher communication and documentation. The Director of Staff Development performs a variety of duties including the oversight of the creation of evaluation forms and processes, training materials, leadership development programs, induction programs, quality assurance guidelines, and the coordination of duties for the staff assigned to this department. The Director of Staff Development maintains a relationship with members of the state Department of Education, interpreting state mandates and protocols and standards for staff evaluations and professional development. As a member of the FLVS Leadership Team, the Director of Staff Development will play a key role in setting the strategy for staff evaluations, training, and professional development.

**ESSENTIAL POSITION FUNCTIONS:**

- Work with all departments to develop and implement strategy for staff development through alignment of QAI metrics, evaluation forms and processes, and staff professional development
- Interpret DOE standards, certification guidelines, evaluation requirements, and professional development requirements for certified and non-certified instructional personnel
- Establish and then exceed customer service expectations
- In collaboration with each department, provide the appropriate performance management instruments, procedures and criteria for staff, to support the methods of effective instruction, student learning growth, and organizational performance and progress
- Work closely with the Executive Director, Analysis and Assessment to ensure data is utilized accurately to drive staff performance and to ensure that the measures of staff performance drive student achievement and organizational success
- Lead related system updates/upgrades and requirements to continuously improve data storage, access and ease of use
- Coordinate the design and implementation of all staff professional development programs
- Ensure the timely and accurate recordkeeping and submission of staff in-service points
- Collaborate with Instruction to determine quality assurance needs for Instructional department
- Collaborate with the Instructional Leadership team to establish quality assurance compliance objectives and ensure targets are achieved
- Present FLVS instructional quality assurance processes to external industry leaders, and internally to FLVS Instructional Leaders and Directors of Student Learning

- Liaise with Executive and Legal team regarding QA, PD, and Evaluation related policies
- Liaise with IT team regarding reporting and records management needs
- Build cross team relationships with content creators to ensure training materials/programs are accurate and current
- Execute and analyze annual evaluation data related to training programs in the areas of effectiveness and ROI for all FLVS training
- Communicate with new staff members and their supervisors to identify and effectively address problems and issues as needed
- Oversee the production and implementation of client training programs such as instructor training, professional learning opportunities, and franchise training
- Direct operations associated with the execution of an annual professional development meeting
- Identify reporting needs and analyze reported data for program development and continuous improvement
- Oversee and adhere to department budget and manage all department initiated contracts and agreements
- Lead and manage assigned direct reports, ensuring team members have access to professional and personal growth within the organization
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's Degree;
- Master's Degree, Preferred
- Valid Florida Professional Teaching Certificate, Preferred
- Ed Leadership Certification, a plus

***Experience:***

- Five years' management/leadership experience in the public education sector preferred
- Must have had direct reports for a full year cycle
- Experience with QAI metrics
- Experience with developing and/or delivering teacher professional development
- Experience administering and/or evaluating teacher evaluations
- Strong statistical background preferred

***Knowledge, abilities and skills:***

- Ability to work with and through people to establish goals, objectives, and action plans
- Knowledge of applicable federal and state laws and regulations
- Expertise in personnel assessments and evaluations
- Ability to interpret policies, federal/state laws and regulations
- Knowledge of classroom management in a distance-learning environment
- Knowledge of state and national instructional assessment standards

- Knowledge of current research on best practices for improving student achievement
- Expertise in the basic principles of organizational training and professional development
- Knowledge of learning management systems and use of technology to track, streamline and deliver services
- Knowledge of organization-wide strategic planning
- Ability to manage contract negotiations
- Knowledge of change management
- Ability to create and interpret statistical information

**CORE COMPETENCIES FOR SUCCESS:**

<p style="text-align: center;"><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;"><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;"><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p style="text-align: center;"><b>FUNCTIONAL /TECHNICAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

**DIRECTOR COMPETENCIES FOR SUCCESS:**

<p style="text-align: center;"><b>LEARNING ON THE FLY</b></p> <p><i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i></p>	<p style="text-align: center;"><b>PRESENTATION SKILLS</b></p> <p><i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i></p>
<p style="text-align: center;"><b>PRIORITY SETTING</b></p> <p><i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i></p>	<p style="text-align: center;"><b>BUSINESS &amp; FINANCIAL ACUMEN</b></p> <p><i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on</i></p>

	<i>progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i>
<p style="text-align: center;"><b>COMPOSURE</b></p> <p><i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i></p>	<p style="text-align: center;"><b>DEALING WITH AMBIGUITY</b></p> <p><i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i></p>

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*