

**TITLE:****TECHNICIAN (Professional Learning)**

FLSA: Non-Exempt

**QUALIFICATIONS:**

1. High School Diploma or GED.
2. Proficiency in Microsoft Office.
3. Three (3) or more years of verifiable experience in professional development management, including thorough knowledge of personnel functions as it relates to recertification; or an equivalent combination of education and experience that is deemed equal or superior to the foregoing requirements.
4. Ability to communicate effectively both verbally and in writing.
5. Experience in AS400, Skyward and Performance Matters management systems preferred.
6. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:** Director of Professional Learning and Accountability

<b><u>JOB GOAL:</u></b> To assist the Director of Professional Learning and Accountability to perform assigned responsibilities in an efficient manner in order to be effective in the education process.
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**PERFORMANCE RESPONSIBILITIES:****\* Essential Performance Responsibilities**

- \* 1. Perform the usual office routine and practices associated with a busy and productive office.
- \* 2. Use effective, positive interpersonal communication skills.
- \* 3. Coordinate required compliance trainings for all employees.
- \* 4. Answer telephone, route and make calls, record messages, answer questions and provide information.
- \* 5. Maintain calendar for use of assigned training facilities, schedule room assignments, and assist with set up and clean up.
- \* 6. Collect and compile relevant data for audits, meetings and reports.
- \* 7. Greet visitors and direct them to appropriate area.
- \* 8. Prepare materials for dissemination to school and district staff.
- \* 9. Facilitate the school-based, PD tracking process.
- \* 10. Assist with Teacher of the Year selection process.
- \* 11. Manage the online testing process for paraprofessionals including scheduling, monitoring, maintaining and reporting results to the personnel department and school administrators.
- \* 12. Maintain Professional Development materials inventory.
- \* 13. Maintain property records and complete annual reporting.
- \* 14. Manage process for in-service records transfers for all District and charter school employees.
- \* 15. Assist with processing recertification applications for the District and charter school employees.
- \* 16. Assist with updating records on employee in-service accomplishments.
- \* 17. Assist with Title II Part A grant preparation, monitoring and annual reporting for the District and all charter and private schools.
- \* 18. Order materials and supplies for all professional development activities.
- \* 19. Assist with the facilities rental process for all district sites, which may include payroll, documentation, board notification, and employee coverage.
- \* 20. Input all work orders for media and maintenance assistance.
- \* 21. Assist district, charter and private school employees with inquiries regarding Title II, in-service records, and professional development activities.
- \* 22. Coordinate and maintain annual training, in-service records and increments for CNAs
- \* 23. Coordinate and facilitate new employee orientations
- \* 24. Assist with New Teacher Induction
- \* 25. Perform financial duties required by the activities and functions of the department/division including payroll, purchase equipment and supplies, initiate and process requisitions, purchase orders, and invoices, assist in preparation and maintenance of budget, and other assigned projects.
- 26. Perform other duties that may be assigned from time to time by the Supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.