

**SHELBY COUNTY SCHOOLS
JOB DESCRIPTION**

STAFF DEVELOPMENT AND LEADERSHIP TRAINING SPECIALIST

MINIMUM TRAINING AND QUALIFICATIONS:

- Master's Degree
- Valid Professional Tennessee Teaching License with an endorsement in Administration and Supervision
- At least five (5) years of successful elementary/middle school or high school administrative experience
- Experience using the Tennessee Framework for Evaluation and Professional Growth
- Experience developing and administering professional/staff development programs
- Ability to work across departments with varied audiences
- Strong group processing and presentation skills
- Proficient in the use of microcomputers to include word processing, spreadsheet and database applications.
- Excellent oral and written communication skills
- Strong presentation skills
- Such alternatives as the Superintendent may find appropriate and acceptable

REPORTS TO: Assistant Superintendent of Human Resources

JOB GOAL: To provide leadership in the development, implementation, and coordination of the system's training and staff development activities.

PERFORMANCE RESPONSIBILITIES:

1. Establishes goals and objectives for training and staff development programs and projects for the school system.
2. Provides leadership to insure understanding of required training and compliance with the educational objectives, policies, and procedures of the Tennessee Department of Education and Shelby County School System.
3. Establishes goals and objectives for a program to develop administrative leadership from within the school district.
4. Plans, develops and implements professional growth programs for administrators to meet TASL requirements.
5. Works with personnel from various departments across the district to schedule training opportunities.

6. Meets regularly with appropriate staff to establish future goals and identify specific training needs of the district's personnel.
7. Collaborates with local colleges and universities to provide professional growth opportunities for teachers to meet licensure renewal and additional endorsement requirements.
8. Provides information for teachers working toward National Board Certification.
9. Plans, organizes, and implements district-wide programs for training school-based paraprofessionals and other district support personnel.
10. Evaluates all in-service and staff development programs and provides feedback to appropriate staff.
11. Improves professional skills and knowledge; assumes educational leadership roles; and performs duties in a professional, honest, and responsible manner.
12. Performs such other duties that may be assigned by the Assistant Superintendent of Human Resources.

The Staff Development and Leadership Training Specialist maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of the position. This is a twelve (12) month position.