

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROFESSIONAL DEVELOPMENT PROGRAM COORDINATOR

SUMMARY DESCRIPTION

Under the direction of the Vice President for Human Resources or designee, coordinate the operations and activities of the Staff Development Program; collaborate with other faculty, staff, and committees involved in Professional Development activities to develop, plan, and implement program services, professional development activities, and special events.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Collaborate in the development, planning, implementation, and review of Professional Development Program goals, objectives, services, activities, and special events; communicate and coordinate with District, State, and private agencies to ensure efficient Professional Development Program operations and functions. ***E***
2. Understand and interpret complex District and State rules, regulations, policies, guidelines, and procedures for decision making and compliance functions; collaborate in the development and implementation of Professional Development Program policies, procedures, handbooks, forms, and applications; develop instructions to explain Professional Development Program procedures, requirements, and restrictions; maintain accurate Professional Development Program records to generate Program, District, and State reports. ***E***
3. Collaborate in the development and implementation of the Professional Development Program annual needs assessment surveys, annual budget plan, one-year and five-year plans, program review, and flexible calendar program certification; develop, design, review, and process Professional Development Program surveys, forms, and applications; gather, compile, and tabulate data and information from Program surveys, forms, and applications. ***E***
4. Chair and co-chair the Professional Development Committee and Subcommittees; collaborate with members representing classified staff, faculty, administrators, and students; develop agendas, take minutes, conduct research, prepare reports, and present scenarios and historical information for their consideration. ***E***
5. Collaborate in the development of the Professional Development Program budget(s) to implement services, activities, and special events; monitor and evaluate assigned budget(s); conduct research, project expenditures, and recommend budget adjustments and increases; distribute funds; negotiate various fees including those for facilitator, course material, refreshments, equipment rental, and supplies. ***E***
6. Perform and resolve a wide range of complex assignments to relieve the Professional Development Coordinator and the Training Services Coordinator of a variety of operational and technical details; ensure the timely, efficient, and appropriate operations and services of the Professional Development area, Training Services area, computer labs, and training rooms; open, close, and secure facilities and equipment; resolve operational and technical issues according to Professional Development Program and District policies and procedures. ***E***
7. Plan, coordinate, and monitor the logistics of multiple simultaneous activities; communicate and meet with District and off-campus facilitators to determine facilities, equipment, course material, and supply needs; provide technical advice and assistance; recommend and reserve rooms and equipment; design room and equipment configuration and layout; schedule appropriate set-

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- up/wrap-up times; install, test, and operate technical and audio/visual equipment; download software; duplicate, prepare, and distribute packets of training materials. ***E***
8. Create and maintain required databases; enter, maintain, and retrieve records; create master calendar of activities and special events; manage registrations, rosters, attendance, credit, and evaluation records; process educational incentive credit, flex credit, and hurdle credit; generate reports for the Professional Development Program, the District, and the State. ***E***
 9. Promote Professional Development Program services, activities, and special events; design promotional material including informational material and material to increase participation; design, duplicate, and distribute flyers, signs, and posters; upload promotional material to Professional Development Program web site; use special software applications to design and upload promotional material. ***E***
 10. Maintain and update Professional Development Program web site; create and edit content to increase visibility and awareness of Professional Development Program services, activities, and special events; post and update relevant documents, forms, and promotional material; provide online access to employees' records; provide online registration; assist users with log-in and registration process; troubleshoot needs; use special software to maintain web site. ***E***
 11. Interview, select, train, and evaluate temporary staff, student workers, and student interns; provide work direction and supervision; prioritize daily activities and coordinate workflow to meet Professional Development Program and District timelines. ***E***
 12. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and practices used in coordinating a variety of Professional Development activities, programs, and events at a community college.

Goals and objectives of a Professional Development program.

Pertinent rules, regulations, and policies related to Professional Development requirements.

Methods and techniques of research and analysis.

Methods and practices of record keeping and report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Basic principles and practices of budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

District organization, operations, policies, and objectives.

English usage, grammar, spelling and vocabulary.

Oral and written communication skills.

Ability to:

Oversee the daily operations of assigned operations and activities of the Professional Development Program.

Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures.

Work collaboratively with internal and external contacts.

Perform duties related to assigned Professional Development service areas involving the use of independent judgment and personal initiative.

Perform routine administrative and office details.

Plan and organize work to meet schedules and timelines.

Compile, assemble, and interpret data from diverse sources.

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Maintain complex and varied files and records in an accurate, complete, and organized manner.
Prepare a variety of reports and correspondence related to area of assignment.
Participate in the development and monitoring of assigned budget.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work confidentially with discretion.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Prioritize, plan, organize, and provide work direction to assigned hourly staff and student workers.
Select, train, and evaluate assigned student workers and hourly staff.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to the following: two years of college with major course work related to area of assignment and three years of increasingly responsible experience in a Professional Development program service area involving frequent contact with staff and organizational skills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; frequent interaction with internal and external customers/contacts; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Human Resources