

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Professional Development	Range: 21 (CL)	Management Schedule
Date Revised:	-----	Date Approved:	December 5, 2018
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Human Resources, this position is responsible for directing the District-wide professional development program. Coordinates, develops, plans, implements, and evaluates meaningful professional development activities. Collaborates and serves as a resource to campus, program and organizational development initiatives.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assume a proactive and innovative leadership role in the vision and implementation of meaningful District-wide professional development activities for faculty, classified and management groups, which comply, with District and state objectives in professional development. Establish professional development goals and objectives that align with the District and campus goals.
2.	Provide leadership for the District-wide Professional Development Program; serve as chairperson of the District-wide Professional Development Committee; serve as a resource and work collaboratively with the campus professional development programs.
3.	Design, plan, implement, and establish programs, goals, and objectives to align with institutional goals consistent with District-wide training needs; designs and develops programs throughout the year to meet annual objectives.
4.	Develop, design, implement, and evaluate training curriculum; research, recommend and facilitate current trends in professional development. Review and select training materials.
5.	Develop, implement, and manage a web-based professional development program.
6.	Select consultants, faculty and staff to conduct training and workshops; conduct individual program evaluations, analyze performance indicators and prepare reports.
7.	Develop and prepare professional development related contracts, forms, grant applications, awards, publicity, and other web-based or printed materials. Design, draft, analyze, review and select training material.
8.	Develop, monitor, and administer an assigned budget and expenditures to implement the District's Professional Development Plan within the established guidelines; prepare year-end expenditure and activities report for assigned funds; prepare District and state reports for the Vice Chancellor's signature. This may include state, District and grant funds.
9.	Attend and represent the District at local, regional, state, and national meetings and conferences related to staff and organizational development. Collaborate with professional development leaders at the State Chancellor's Office and other colleges and universities.
10.	Design, plan, and implement leadership, mentor, and other related programs for faculty, staff and managers, including orientation sessions for employees District-wide.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

11.	Compile and maintain a variety of records, files and statistical reports related to District-wide professional development and activities. Conduct needs assessments and follow-up surveys of activities. Provide periodic reports to the Board of Trustees and administration.
12.	Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Train and provide work direction and guidance to others as directed. Evaluate performance of assigned staff.
14.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Director, Professional Development, maintains frequent contact with faculty, staff, and external agencies, consultants, and vendors.

EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's degree from a regionally accredited institution, preferably with a degree in training and development, education, organizational development, business or related field and four (4) years of related experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Experience working in professional development or training program facilitation.

Desirable Qualifications

Master's degree in a related field.

Experience delivering effective trainings.

Experience developing curriculum and training programs utilizing learning theory.

Experience implementing and managing a learning management system.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Education Code and other laws, rules, and regulations applicable to assigned areas of responsibility

Knowledge of basic principles and practices of curriculum development for training courses, including adult learning theory

Knowledge of developing and implementing training programs

Knowledge of organizational, communication, interpersonal, presentation and team-building skills

Knowledge of principles and practices of curriculum development for training courses

Knowledge of professional development and training trends in community college programs

Knowledge of a shared governance model

Knowledge of District organization, operations, policies, and objectives

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and learning management system

Knowledge of internet research techniques and online education and training models

Ability to utilize information technology for developing and delivering professional development opportunities

Ability to design, plan, implement, and evaluate a comprehensive professional development program

Ability to develop training programs, workshops, and seminars based on needs assessment

Ability to effectively publicize and promote training programs and activities

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to work confidentially with discretion

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train, and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California driver's license

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interactions with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
