

Sacramento County Office of Education Job Description

Classification Title: Director I, Development and Training

DEFINITION

Under general direction, designs and develops professional development programs in reading/language arts; trains instructors in the delivery of professional development programs; oversees the development and delivery of these and other related programs; provides technical assistance to Local Education Agencies (LEA's), content experts and reading coaches; trains reading coaches; develops content courses for on-line providers; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Educational Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Development of Professional Development Programs

Assesses professional development needs for teachers, reading coaches, content experts, and principals; designs, develops, and writes professional development programs to meet needs; trains qualified instructors for the professional development programs and reviews instructor and program evaluation surveys to design and write additional program components as needed; works with on-going projects to develop materials; makes presentations to state and local audiences on the teaching of reading and language arts; manages other development teams as needed; assists in the overall development management (production schedules, reviews and revisions, and quality control systems).

Training of Trainers

Designs training sessions, delivers training for trainers, and evaluates the quality of the trainers' delivery of the developed professional development programs; assists in the selection of trainers; and assist in the overall training management (schedules, trainer of trainers sessions, and quality control systems).

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on a bachelor's degree in liberal arts or education; a master's degree in reading and language arts, educational administration, or a California reading specialist credential highly desirable; successful development of professional development programs and training of instructors of these programs with specific experience in elementary grades required.

Knowledge of:

The California school reform initiatives; California curriculum frameworks and guides; California English/Language Arts Content Standards; the State Board adopted reading and language arts instructional programs; the problems associated with implementing curricular and instructional programs; state and local agencies and organizations participating in curriculum and instructional activities and programs.

Skill and Ability to:

Advise and train LEA content experts and reading coaches; interpersonal skills to work cooperatively and effectively with individuals and groups; select, train, and supervise staff; communicate effectively in both oral and written forms; effectively transmit knowledge and skills to staff; set priorities and evaluate projects and programs; manage complex development schedules and coordinate support services to release products in a timely manner.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

Revised 7/1/15

Former title: Director I, Development and Training, Reading Lions Center

Revised 8/18/08