

**NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM**  
**PROGRAM DEVELOPMENT AND TRAINING SPECIALIST**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- \* (1) Bachelor's Degree from an accredited college or university.
- \* (2) Valid Florida teaching certificate.
- \* (3) Valid Florida Driver's License.
- \* (4) Minimum of three (3) years experience in classroom teaching.
- \* (5) Minimum of two (2) years experience in delivery of services to education professionals through workshops, training of trainers or curriculum resources.
- \* (6) Must be able to do extensive driving.
- \* (7) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work well with others individually and in group settings. Ability to communicate concepts and ideas and to present them in an acceptable and effective manner. Experience in project development, administration and supervision, and/or interagency coordination. Have knowledge and experience in managing budgets. Knowledge of current educational trends and research. Knowledge of the geographic and economic areas served by the Consortium.

**REPORTS TO:**

Director of Instructional Services

**JOB GOAL**

To provide efficiency of the NEFEC districts' resources by coordinating and supporting programs and projects, utilizing current research as well as providing vision and leadership by anticipating areas of future staff development, curriculum and instructional needs.

**SUPERVISES:**

Administrative Assistant

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Provide coordination of project and staff development activities that meet district needs and are aligned to Florida's Staff Development Protocol.
- \* (2) Plan, initiate and provide technical assistance in evaluating activities relating to staff development and curriculum as requested by member districts.
- \* (3) Provide member districts with current relevant information and research related to instruction and staff development through involvement in district-wide organizations.
- \* (4) Plan and assist in the development of teacher trainers to meet the needs and goals of schools and districts.
- \* (5) Develop a management plan for specific projects outlining activities, resources and evaluation.

**PROGRAM DEVELOPMENT AND TRAINING SPECIALIST (Continued)**

- \* (6) Exhibit leadership ability in the planning and implementation of new initiatives within the instructional department.
- \* (7) Ensure that the school improvement/program development services rendered by NEFEC are relevant to and in the context of Florida's B.E.S.T. Standards.
- \* (8) Assist with identifying and procuring funds in the form of projects and grants from local, state, and federal services to enhance programs and services offered by NEFEC.
- \* (9) Assist with developing and writing grants which enhance or support NEFEC initiatives by identifying gaps in service, researching funding opportunities and writing grants.
- \* (10) Assist with the development and maintenance of websites for assigned projects.
- \* (11) Use technology to facilitate meetings and perform job responsibilities.

**Inter/Intra-Agency Communication and Delivery**

- \* (12) Work effectively with school leadership teams, member district personnel, state and local agencies and other appropriate persons.
- \* (13) Serve on district, state and interagency committees or councils related to assigned programs and projects.
- \* (14) Meet with district representatives and university personnel to establish goals and objectives for work plan.
- \* (15) Make site visits to districts and schools as required by projects.
- \* (16) Keep supervisor informed of potential problems or unusual events.

**Professional Growth and Improvement**

- \* (17) Develop staff development programs to meet specific training needs related to district requests.
- \* (18) Plan, coordinate, conduct and evaluate training and support activities for program participants.
- \* (19) Keep well-informed about current trends and best practices in instruction and leadership.
- \* (20) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (21) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (22) Set high standards and expectations for self and others.
- \* (23) Develop annual goals and objectives consistent with and in support of department goals and the NEFEC's goals and Areas of Focus.
- \* (24) Maintain a network of peer contacts through professional organizations.
- \* (25) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

- \* (26) Provide accurate and appropriate record keeping for continuous accountability and documentation of project activities designed to achieve various project objectives.
- \* (27) Establish and manage all financial and budgetary matters for assigned projects and grants.
- \* (28) Assist Director of Instructional Services, in maintaining appropriate coordination among the multiple programs that work collaboratively in a service group to deliver the services available through the NEFEC.
- \* (29) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (30) Consistently represent the Consortium in a positive and professional manner.
- \* (31) Adequately plan all program and organizational functions within reasonable timeframes.
- \* (32) Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.

**Leadership and Strategic Orientation**

**PROGRAM DEVELOPMENT AND TRAINING SPECIALIST (Continued)**

- \*(33) Provide leadership and vision for district personnel, staff, parents and community partners on behalf of collaborative efforts in literacy and career / vocational opportunities, early childhood services and adult education.
- \*(34) Provide leadership and active participation in state instructional organizations and other NEFEC programs related to the NEFEC District needs and services.
- \*(35) Provide assistance in the development of annual departmental goals and objectives.
- \*(36) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(37) Assist in implementing NEFEC's goals and Areas of Focus.
- \*(38) Collaborate with other NEFEC personnel in the planning and operation of NEFEC.
- \*(39) Provide oversight and direction for cooperative planning with other agencies.
- \*(40) Use appropriate interpersonal styles and methods to guide individuals and groups toward positive change or task accomplishment.
- \*(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(42) Perform other tasks consistent with the goals and objectives of this position.

**Worksite Service Standards**

- \*(43) Exhibit a positive and flexible attitude.
- \*(44) Foster and develop a professional image.
- \*(45) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \*(46) Exhibit compassion and humility.
- \*(47) Promote a passion for learning and growing.
- \*(48) Demonstrate initiative.
- \*(49) Exhibit the ability to multitask and problem solve.
- \*(50) Translate organizational purpose into observable behavior.

**Assessment and Other Services**

- \*(51) The use of the adopted performance appraisal system to improve practice.
- \*(52) The accurate and timely filing of all applicable reports.
- \*(53) The completion of professional development activities as appropriate.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. (Must be able to do extensive driving.)

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**TERMS OF EMPLOYMENT:**

Twelve months, Eight hours per day.  
Compensation based on Pay Grade 10.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on the evaluation of personnel.