

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Professional Development Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Professional Unit)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9875	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>SALARY:</b>	Range 73 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	5-16-23
		<b>HR APPROVAL:</b>	5-16-23

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**BASIC FUNCTION:**

Under general supervision, the Professional Development Specialist will be the lead to coordinate and perform highly responsible and professional development administrative duties requiring independent judgment and analysis for the smooth and efficient internal operations of district professional development and learning. The position will require specialized knowledge and independent judgment involving frequent and responsible public communication; provide appropriate guidance on eligibility and submittals; and conduct high volume of data collection and entries for accurate reporting.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Create, maintain, and monitor Common Planning Time records. Professional Growth records, databases, and other related documents. **E**

Prepare training materials, reports, and other documents for the Curriculum Instruction Department. **E**

Process records according to established guidelines, and procedures, schedule appointments, and record information in various computer database systems. **E**

Establish and implement innovative staff development, workshops, and training to strengthen professional skills of employees. **E**

Participate in relevant and necessary conferences and trainings, inspire a commitment to personal growth and professional development, and provide consistency to the overall operations of the District. **E**

Deliver training to employees using a variety of instructional techniques. **E**

Conduct ongoing organizational learning needs assessments, and conduct skills assessment proficiency of staff to determine identify skill gaps and areas of improvement and determine the professional development needs. **E**

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presentations, and other correspondence, as appropriate. **E**

Create, maintain, and submit payroll docking of required hours not being completed in accordance with District Common-Planning Guidelines; perform a variety of professional development functions to include, professional growth units earned for salary advancement. **E**

Assist with the prior approval documentation process; prepare, review, compose and facilitate the distribution of prior approval correspondence and related materials; refer difficult prior approvals to the Director as necessary; oversee the preparation and processing of denial letters; maintain computerized prior approval log. **E**

Assess requested authorizations for Common Planning Time requirements to assure compliance of attended workshops; evaluate professional learning activities to determine eligibility for



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- Learn and apply rules and regulations related to credentialing in the State of California.
  - Work with school improvement initiatives that close the student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
  - Operate electronic document imaging and applicant tracking systems.
  - Analyze data; prepare and maintain statistical data and other records.
  - Operate a computer, scanner, related software, and standard office equipment.
  - Meet schedules and timelines, and complete work with many interruptions.
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- Lift light objects according to safety regulations.
  - Establish and maintain cooperative and effective working relationships.
  - Communicate effectively, both orally and in writing.
  - Meet state and District standards of