



COMPTON COMMUNITY COLLEGE DISTRICT

DIRECTOR OF PROFESSIONAL DEVELOPMENT

FLSA: EXEMPT

POSITION DESCRIPTION:

Under the direction of the Vice President of Human Resources, develop, implement, direct and evaluate a comprehensive program of appropriate and timely professional development workshops and instructional sessions for faculty, management and staff. Design, plan, implement and evaluate various programs to address legal, regulatory, institutional, departmental, supervisory and personal training and development needs.

ESSENTIAL DUTIES/FUNCTIONS:

- Using the college's planning software, develop the Professional Development Plan; establish goals and objectives to align with the college's mission and strategic initiatives; prepare status reports as required; design and develop programs throughout the year to meet the objectives set forth in the Plan.
- Serve as the District's Professional Development/Flexible Calendar Coordinator and in conjunction with the Faculty Development Committee, design and implement a Flexible (Flex) Calendar Program for faculty involving numerous workshops, training sessions and seminars; submit related certification to the Chancellor's Office as required; maintain accountability records for full-time faculty with respect to their Flexible Calendar/Professional Development obligations.
- Coordinate and facilitate a classified employee training program in compliance with the provisions of the Classified Employee Agreement. In conjunction with the Professional Development Committee, plan and implement various programs and events throughout the year.
- Develop and monitor assigned budget to implement the District's Professional Development Plan within established guidelines; prepare year-end expenditure and activities report for assigned funds.
- Design, plan and implement various programs to address institutional and departmental training needs; design and conduct periodical needs assessment for faculty, classified and management groups; prepare flyers and announcements for workshops.
- Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels and committees as requested.
- Select consultants and internal faculty and staff to conduct training and workshops; conduct other college campuses and staff development officers to share resources and ideas; facilitate division and department meetings and retreats.
- Develop processes and procedures as needed to coordinate the professional development function including the development of contracts, forms, grant applications, awards and other materials.
- Plan, organize and implement major events for the District involving budget development, contacting community organizations, developing related materials, publicizing and promoting the events and performing related activities.

- Communicate with vendors regarding training materials and resources; review training materials and select materials for purchase.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Education Code and other federal, state, and local laws, rules and regulations related to faculty and staff training and development needs and requirements.
- Employee group collective bargaining agreements.
- District organization, policies, goals and objectives.
- Curriculum development for training courses.
- District job classifications and functions.
- Policies and objectives of supervision and training.
- Record-keeping techniques.
- Budget preparation and control.
- Public speaking techniques.
- Current educational and online learning technology pedagogy.

ABILITY TO:

- Develop, implement, direct and evaluate a comprehensive professional development College-wide program.
- Develop training programs, workshops and seminars based on needs assessment and applicable laws and regulations.
- Train, supervise and evaluate assigned staff.
- Administer funds and maintain accurate budget records.
- Prepare and maintain records and reports.
- Explain policies and procedures to faculty and staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction
- Prepare and deliver oral presentations.
- Demonstrate interpersonal skills using patience, tact and courtesy.
- Maintain current knowledge of advances in the field involving literature, current research and resources.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in social science, education, human resources, professional development, business, or related field.
- Minimum of three years of demonstrated effective experience coordinating employee training and/or development programs. Demonstrated effective experience as a trainer or teacher/instructor of adults.
- A demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of employees and students and to employees and students with physical and/or learning disabilities.
- Experience in an educational setting, or teaching in higher education desirable.

WORKING CONDITIONS

Work Environment

Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.