



## NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

**TITLE:** Director of Professional Development

**REPORTS TO:** Executive Director

**SUPERVISES:** Secretary for Business and Professional Development

### **QUALIFICATION & EDUCATION:**

1. Varied background in classroom instruction
2. Principal and/or Supervisor certification required, School administrator certification preferred
3. School and Central Office Administration experience preferred

**KNOWLEDGE AND ABILITIES:** Must remain current with educational research, curriculum, assessment and pedagogical issues and events. The ability to foresee education trends, to understand basic business principles and to seek creative and innovative ways to create partnerships with the educational communities. Will be competent in supervision and management, dealing with people, forging partnerships and working with social media.

### **RESPONSIBILITIES:**

1. *Plan and implement* NJASA Professional Development Programs including but not limited to:
2. *Plan* for Professional Development Programs: One Day Seminars, Workshops, New Superintendent Academy, Summits, Women's Caucus, Annual Conferences and Special Institutes based on member feedback from evaluations, periodic member surveys, NJDOE initiatives; new laws, statutes and code and educational research.
3. *Implementation* of Professional Development Programs: Obtain presenters, create program descriptors, create agendas, design marketing materials, ensure presenter has materials/technology necessary for presentation, ensure posting and mailings of events occur in a timely fashion.
  - a. Schedule and plan assigned Committee meetings with the Chair of the
  - b. Committee, take meeting notes, arrange for presenters for meetings, submit minutes of meetings to be posted.
4. Monitor Professional Growth Plans with members: Provide periodic informational updates to members; provide technical assistance to members;

monitor Professional Growth Plans for compliance with NJDOE indicators.

5. Mentoring: Provide support and guidance to members and non members who are required to have a mentor; work with NJDOE liaison to ensure compliance; work with presenters to ensure regular training sessions and recertification programs are provided. Work with mentors to ensure that criteria and requirements of law are clear.
6. Provide assistance to members re: Superintendent role, responsibilities, issues of a non legal nature via emails and phone calls.
7. Work with the Director of Communication by preparing articles/information for On Target, the Source and the Pulse.
8. Work with the Director of Business Development to promote NJASA Initiatives.
9. Serve as the point person for Superintendent Searches as District Boards of Education express interest: generate initial letter, arrange for consultant, consult with Leadership Advantage, schedule initial meeting, attend meeting when necessary and provide training for NJASA Superintendent Consultants.

Maintain collaboration with Association partners including but not limited to:

- National and State Professional Associations
- Service Providers, Allied Members and Vendors
- NJ Department of Education
- Institutions of Higher Education
- Association sub groups and committees as they relate to professional development

10. Make periodic needs assessment of members and programs

11. All other responsibilities and duties as assigned by the Executive Director.