

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **PROFESSIONAL DEVELOPMENT PROGRAMS COORDINATOR**

**RANGE: 29**

#### **SUMMARY DESCRIPTION**

Under the direction of the Executive Officer of Equity and Engagement or designee, coordinate the operations and activities of the Office of Equity and Engagement and its programs; evaluate professional learning needs of Classified and Confidential Professionals; implement and facilitate activities related to service delivery, equity and inclusion, and career development for Classified and Confidential Professionals; collaborate with other SWC professionals and committees involved in professional development activities to develop, plan, and implement program services, , and special events through an equity-focused lens.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. All duties shall be operationalized in ways that are equitable and inclusive.*

1. Collaborate in the development, planning, implementation, and review of the Office of Equity and Engagement (OEE) goals, objectives, services, activities, and special events; communicate and coordinate with District, State, and private agencies to ensure efficient Professional Development Program operations and functions. **E**
2. Understand and interpret complex District and State rules, regulations, policies, guidelines, and procedures for decision making and compliance functions; collaborate in the development and implementation of policies, procedures, handbooks, forms, and applications; develop instructional materials; maintain accurate professional development activity and attendance records to generate Program, District, and State reports. **E**
3. Participate in the development and administration of professional development needs assessment surveys, annual budget plan, Program plans, program review, and flexible calendar program certification; develop, design, review, and process surveys, forms, and applications; gather, compile, and tabulate data and information from OEE surveys, forms, and applications. **E**
4. Chair and co-chair the Professional Development Committee and Subcommittees; collaborate with members representing classified staff, faculty, administrators, and students; develop agendas, conduct research, prepare reports, and present scenarios and historical information for their consideration. **E**
5. Monitor, evaluate, and maintain assigned budget(s); conduct research, project expenditures, and recommend budget adjustments and increases; distribute funds; negotiate various fees including those for facilitator, course material, refreshments, equipment rental, and supplies. **E**
6. Plan, coordinate, and monitor the logistics of multiple simultaneous activities; communicate and

meet with District and off-campus facilitators to determine facilities, equipment, course material, and supply needs; provide technical advice and assistance identify and coordinate room, technical equipment, and audio/visual needs and configurations. **E**

7. Maintain and update professional development tracking, management, and calendar system; prepare, enter, maintain, and retrieve records; manage registrations, rosters, attendance, credit, and evaluation records; process educational incentive credit, flex credit, and hurdle credit; generate reports for OEE, the Professional Development Program, and other OEE programs (i.e. Advancing Equity Teaching Academy), the District, and the State. **E**
8. Promote professional learning opportunities, services, activities, and special events; maintain and update OEE webpages.
9. Interview, select, train, and evaluate temporary staff, student workers, and student interns; provide guidance and support to OEE team members in data entry, record retrieval, district forms and processes, webpage content, and other related information; prioritize daily activities and coordinate workflow to meet OEE and District timelines.
10. Plan, develop, implement, manage, review, and evaluate customized professional development workshops, seminars, training, and other programs and activities with a particular focus on Classified and Confidential professional learning needs; Provide a broad range of delivery methods for professional learning activities, assuring use of current technologies where applicable; Identify and arrange for speakers, provide leadership and coordination of activities and programs, including Classified and Confidential Professional Development Week, and welcome and onboarding activities.
11. Represent Southwestern College at professional learning seminars and conferences, remain current with trends in professional development and equity work, and integrate trends into program offerings. Integrate campus goals, priorities, plans, and pertinent aspects of the Strategic Plan professional learning for Classified and Confidential Professionals.
12. Serve as liaison to Classified and Confidential professionals as well as district departments; provide expertise to the Professional Development Committee; present to constituency groups, and other campus organizations as deemed appropriate.
13. Perform related duties and responsibilities as required.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Diverse academic, cultural, gender identity, gender expression, sexual orientation, disability, and ethnic backgrounds of community college students and employees.
- Principles and practices used in coordinating a variety of professional development activities, programs, and events at a community college.
- Multiple and varied modes of professional learning delivering.
- Goals and objectives of a professional development program.
- Pertinent rules, regulations, and policies related to Professional Development requirements. Principles of equity, diversity, and inclusion
- Methods and techniques of research and analysis.

- Methods and practices of record keeping and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of budget preparation and control. Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives. English usage, grammar, spelling, and vocabulary.
- Oral and written communication skills.

**Ability to:**

- Effectively engage, work with, and demonstrate respect for and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students and professionals.
- Oversee the daily operations of assigned operations and activities of the Professional Development Program.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures.
- Lead through a lens of equity-focus and race consciousness
- Work collaboratively with internal and external contacts.
- Perform duties related to assigned Professional Development service areas involving the use of independent judgment and personal initiative.
- Perform routine administrative and office duties.
- Plan and organize work to meet schedules and timelines. Compile, assemble, and interpret data from diverse sources.
- Work effectively in online environments.
- Maintain complex and varied files and records in an accurate, complete, and organized manner. Prepare a variety of reports and correspondence related to the area of assignment.
- Participate in the development and monitoring of assigned budget.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems. Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action. Work independently with little direction.
- Prioritize, plan, organize, and provide work direction to assigned hourly staff and student workers. Select, train, and evaluate assigned student workers and hourly staff.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing District technology and equipment used in the performance of assigned duties.

**EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination equivalent to: an Associate's degree or two (2) years of college with major course work related to area of assignment **AND** five (5) years of increasingly responsible experience in a professional development program service area involving frequent contact with staff and organizational skills.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; frequent interaction with internal and external customers/contacts; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

April 2014 (Replaces Staff Development Program Assistant)  
*Forsberg Consulting Services*

August 2015  
*September 2022*

March 2023  
*Human Resources*