

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Professional Development Technician
Prepared Date:
Revised Date: 2/6/2019
Work Year: 209 days
Department: Learning Services
Reports To: Director of Professional Development
Salary Range: Student Data Technician Salary Schedule
Benefits: Fringe benefits based on Schedule B
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Professional Development Technician is to ensure the efficient operation of the Professional Development Department and provide administrative assistance to the department, and collaborate and coordinate with administrators in the department to organize and manage all aspects of assigned programs. Support Professional Development staff by performing clerical, technical, and physical event set up as related to professional development events. Assist in providing technical support and troubleshooting to ensure smooth delivery of Professional Development products. Assist in administration and maintenance of Professional Development tracking software. Handle confidential information and frequent contact with all levels of District employees, parents, the general public, and other outside stakeholders.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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 functions.

REQUIRED:

- High School Diploma or equivalent
- Five (5) years of secretarial/clerical experience
- Previous experience providing end user technical and troubleshooting support
- Typing certificate at the rate of 50 W.P.M.
- Reliable transportation and ability to travel locally as needed
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Prior experience in public school setting

- Previous experience with professional development management system(s) (True North Logic)
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform general office clerical work quickly and efficiently
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Ability to prioritize, plan, organize, and execute work independently
- Ability to use standard database, spreadsheet and word processing software effectively.
- Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to utilize superior professional telephone and electronic communication techniques and etiquette
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Knowledge of software and hardware set-up and troubleshooting
- Ability to set up and coordinate conferences, training sessions, workshops, and meetings including technical needs and set up

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our

expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Perform general office duties, keep an accurate and up to date filing system, operate appropriate office equipment, cordially answer telephone calls, make appointments, takes messages, process mail, schedule meetings, maintain appointment calendar
- Screen incoming calls and correspondence and refer to appropriate staff for action
- Respond to difficult issues, complaints, and requests exercising judgment in accordance with policies, procedures, and regulations
- Provide clerical support to the Director of Professional Development
- Assist the Director of Professional Development in researching various Professional Development techniques and opportunities
- Coordinate the calendar/schedule for the Director of Professional Development; locate when necessary; generally help facilitate efforts of the office of Professional Development
- Assist in the writing, compilation, and proof of publications and documents as approved by supervisor for dissemination, clean up documents, and occasionally coordinate printing
- Prepare, check accuracy and code all requisitions, purchase orders, travel reimbursement, check requests, and other forms and requests for approval by the Director of Professional Development
- Perform all duties pertaining to committees, conferences, training sessions, workshops, and meetings as assigned by Director of Professional Development including planning, communicating, and coordinating these events and the set-up and clean up such meetings, including equipment and necessary supplies
- Prepare agendas, minutes, mailings, and notifications for meetings
- Correct grammatical errors, punctuation, and sentence structure of draft copies and proofread final copies of all material sent from the Professional Development Office
- Provide clerical support to other staff as needed
- Purchase supplies and assist with budget and expense report
- Prepare correspondence to include but not limited to; bulletins, newsletters, handbooks, and other materials as requested.
- Responsible for facilitating collection and compilation of information for reporting for state and federal funded programs under the direction of the Supervisor
- Assist in the management and administration of the District Professional Development software. Assist employees in troubleshooting issues with current software (True North Logic) including log-in support and questions about signing up for classes, as well as creating and managing PD courses
- Process course certifications and recertification credits, including fulfilling necessary requirements for CSU-P credit conversion
- Occasional flexible schedule, with advanced notice, to include PD events/days as needed
- Must be able to set up and problem solve with various technology related tools for PD events (large mobile screens, laptops, speakers, projectors, PA systems, adapters, internet connection, etc.)

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Professional Development

The physical demands, work environment factors, and mental functions described below 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 functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control			X		
*Pushing/Pulling Maximum weight: 75 lbs.			X		
Lifting Maximum weight: 75 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.