

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Professional Development Assistant	
<i>Supervisor:</i> Professional Learning Coordinator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 6

Job Summary

The professional development assistant provides support to the professional learning coordinator in the promotion and implementation of district professional learning, to include assisting with in-services, curriculum material trainings, and UAA credit courses. Assist with processing course offering paperwork including course descriptions, registrations, and documentation. This position also promotes relevant library media services (LMS) kits, provides guidance on integrating the kits into instruction and assists in the maintenance of the district professional development library collection.

Essential Job Functions

Serves as the initial point of contact for professional development by responding to and directing telephone and in-person inquiries. Routes information (mail, email, fliers, phone calls, etc.) to appropriate staff.

Maintains the curriculum library by barcoding and checking out professional development materials.

Facilitates workshops by promoting library media services kits and by providing assistance to educators in integrating kits into instruction.

Promotes professional library books through book and kit reviews and continuing education to district staff regarding LMS resources.

Provides support in setting up rooms, technology and materials for professional development activities and webcast seminars. Assists with logistics for workshops, activities and conferences to include registration, signage and facility preparation.

Processes the required paperwork for UAA credit classes and personnel actions for district teachers who serve as instructors of these courses.

Processes the required paperwork for district workshops and contracts for in-service speakers and professional development services.

Updates and maintains the teaching and learning department’s professional development webpage.

Drafts and/or prepares letters, memos, meeting agendas, reports, program evaluation tools, and other documents. Creates, produces, and disseminates fliers, programs, handbooks, newsletters, brochures, and other informational/promotional material including the Professional Learning Quarterly newsletter.

Maintains and updates records of teacher professional learning in the Personalized Learning database in MUNIS and My Learning Plan.

Processes paperwork associated with professional learning, including travel, course registrations and payments.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy equipment, fax machine, and 10-key calculator.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Daily contact with program administrator, administrative center staff, and the public.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

None given; receives oral and/or written instructions from the professional learning coordinator.

Unusual Working Conditions

Scheduled hours may differ from those working in the department. Assignment of hours will be designed to meet the needs of the position and to provide availability for trainings.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Two (2) years of program assistant or secretarial/clerical experience to include arranging events and related logistics, accounting functions, and making travel arrangements.
3. Six (6) months of experience presenting information to groups of varying sizes.
4. Proven knowledge of standard office procedures, practices, and equipment.
5. Strong oral and written communication skills.
6. Proven skills in maintaining accurate records and filing systems.
7. Proficient skills in the use of computer software, including word processing, spreadsheet, desktop publishing, and web site editing.
8. Ability to meet deadlines and reprioritize work as needed; identify and address program needs; positively represent the program, user groups, and the public; interact with others in a courteous and tactful manner; and maintain confidentiality of records and oral information.
9. Ability to take directions from multiple people.
10. Ability to work with minimal supervision.

The following is preferred:

1. Knowledge of copyright practice and familiarity with library systems and maintenance.
2. Experience with Destiny or similar school library management system.
3. Working knowledge of webpage creation and maintenance.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.