

DATE: APRIL 2019
FLSA: NON-EXEMPT
SALARY: R

CBA DESIGNATION: CLASSIFIED BARAGINING UNIT

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
COORDINATOR, PROFESSIONAL DEVELOPMENT**

BASIC FUNCTION: Under the general supervision of the area administrator, partners with applicable departments to facilitate, coordinate, manage, and evaluate professional development programs, events, and activities for various groups and individuals at a college or District office.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Collaborates with applicable contingency groups to design, plan, and implement various programs to address institutional, departmental, and personal training needs identified through the strategic planning process.
2. Designs and conducts periodic professional development and training needs assessments for faculty, classified, and management groups; develops methods and tools, collects data, and evaluates the effectiveness of professional development activities and participation; prepares reports and recommendations related to outcomes and possible improvements.
3. Assists in maintaining, revising, and implementing professional development plans; assists in establishing goals and objectives to align with the institution's mission and strategic initiatives; integrates and facilitates new and existing training and development workshops.
4. Plans, organizes, and implements major development events for the District involving budget development, logistics, developing related materials, and publishing and promoting the events.
5. Assists with selecting consultants, faculty, and staff to conduct training and workshop; communicates with vendors regarding training materials and resources; identifies sources and evaluates consultant and vendor-available professional development courses and materials.
6. Develops processes and procedures to coordinate the professional development function including the development of contract, forms, grant applications, awards, reports, and other materials.
7. Assists in developing and monitoring budgets, budget requests, and manages expenditures in a manner consistent with college and District policies and priorities. serve as a liaison for local, state, and national educational and professional development organizations
8. Researches and disseminates information regarding new and emerging technologies that support organizational development and professional development and learning.
9. Serve as a resource to faculty, administrators, and classified staff to identify and access training materials and opportunities; inform and advise employees regarding professional development programs, funding opportunities, and other professional development benefits.
10. Partners with Human Resources to implement and expand professional development initiatives.

11. Assists with faculty, classified staff and management recognition and appreciation ceremonies and celebrations.
12. Perform other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree in education, human resources development, organizational development or a related field; and three years of full-time, paid, professional-level experience in training and development, instructional design and delivery, training coordination or a related occupation.

Experience in a higher education setting with employee development focus is preferred. A Master's degree in the fields identified above is preferred.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

1. Principles of professional development and training trends in community college programs
2. Theories, strategies, and methodology of adult education principles and learning
3. Public speaking and presentation techniques, and meeting facilitation, and event coordination
4. Basic principles of promotion, publicity, marketing, and advertising
5. Current trends and developments in professional development
6. Community resources and programs complimentary to professional development activities
7. Research methods and techniques used in the professional development field
8. Professional competencies related to a variety of occupational fields
9. Methods and techniques of writing, composition, layout and production of professional development and training materials
10. District and college organizational structure, policies, procedures, rules, and regulations
11. Principles and techniques of budgeting and financial management
12. Computer systems, software, and hardware related to the development and delivery of professional development and training materials

ABILITY TO:

1. Perform difficult, complex and detailed planning, reporting and communicating with multiple constituency groups, senior management, and outside entities
2. Work under pressure to meet deadlines
3. Analyze situations accurately and take appropriate action
4. Identify problems and recommend solutions
5. Interpret, apply and initiate District policies and procedures
6. Maintain cooperative working relationships
7. Manage a professional development program in a manner consistent with management objectives and employee needs and interests
8. Effectively assess, target, and align professional development needs with individual, departmental and college and District goals
9. Manage multiple projects and effectively meet deadlines
10. Work independently and with minimal supervision
11. Develop and maintain positive working relationships with a wide range of constituencies in a diverse community

12. Prepare effective and comprehensive oral and written communications, reports, publications, and presentations
13. Travel to offsite meetings and events
14. Maintain an understanding of current ideas, trends, rules, and regulations pertaining to area of assignment

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Community members, co-workers, students and other college departmental administrators, faculty, and staff.

PHYSICAL EFFORT: None.

WORKING CONDITIONS: Normal office environment.