



# PECOS-BARSTOW-TOYAH ISD

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<b>Job Title:</b>	Coordinator - Professional Development	<b>Exemption Status/Test:</b>	Exempt
<b>Reports to:</b>	Director - Human Capital Development	<b>Pay Grade:</b>	Professional
<b>Dept./School:</b>	Human Resources	<b>Revised:</b>	04.24.2026

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## **Primary Purpose:**

Manage and Facilitate the district's professional development program. Ensure that the development and delivery of training programs for administrators, teachers, professionals, and support staff is effective and efficient, incorporates district goals, and supports student achievement. Coordinate the district program for adult and community education. Collaborate with district staff and community members to provide educational and enrichment opportunities for adult learners.

## **Qualifications:**

### **Education/Certification:**

Master's degree in education, adult learning, or closely related field

### **Special Knowledge/Skills:**

Ability to communicate effectively in both English and Spanish required

Knowledge of curriculum, instruction, and assessment

Knowledge of professional development programs and adult learning strategies

Ability to interpret policy, procedures, and data

Demonstrated skill in project planning and implementation of training programs

Strong communication, public relations, and interpersonal skills

### **Experience:**

3 years classroom teacher experience

2 years instructional leadership experience

2 years experience developing and delivering training programs to adult learners

## **General Responsibilities and Duties:**

- Regular attendance and punctuality
- Support and align work with the District's mission, vision, and beliefs.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism are suitable examples for PBTISD students.

## **Primary Responsibilities and Duties:**

### **Professional Development and Program Management**

1. Oversee the development and delivery of professional development programs that incorporate district goals and support student achievement. Assist in developing a long-range plan of professional development to further the district vision.
2. Identify appropriate adult and community education course offerings based on documented community needs and requests. Develop and distribute catalogues and effectively promote and publicize the program.
3. Participate in the district-level decision-making process to establish and review the district's goals and objectives. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
4. Monitor and evaluate professional development programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
5. Coordinate the development and revision of adult and community education curriculum. Support instructors in designing high-quality, standards-aligned course materials, and ensure high school equivalency programs meet all state requirements and compliance standards.
6. Secure consultants, specialists, and other community resources to deliver training programs.
7. Coordinate scheduling and room assignments for all classes and training.
8. Ensure availability of time, resources, materials, and technology to support accomplishment of education goals.
9. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
10. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

### **Budget and Inventory**

11. Support the development and management of the professional development budget based on identified program needs, ensuring resources are used efficiently and aligned to district priorities.
12. Participate in grant-writing and initiate other activities to obtain program funding.
13. Identify needs and initiate the selection and purchase of supplemental equipment and supplies for the program.

### **Policy, Reports, and Law**

14. Facilitate development of district and campus reports related to progress on professional development courses of study.
15. Compile, maintain, and file all reports, records, and other documents as required.
16. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
17. Follow district safety protocols and emergency procedures.

### **Personnel Management**

18. Assist in monitoring and supporting staff performance

**Other**

- 19. Serve as a key point of contact for professional development and program-related communication, ensuring timely, accurate, and professional responses to district staff and stakeholders.
- 20. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the work of adult education teachers and other professional development staff.

**Mental Demands/Physical Demands/Environmental Factors:**

- **Tools/Equipment Used:** Standard office equipment, including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking and reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** May work prolonged or irregular hours
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*This document outlines the general purpose and responsibilities associated with this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name (Printed): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_