



CONNECTICUT STATE COMMUNITY COLLEGE

Job Description

Director of Professional Development

Salary Level:
CCP 18 (Subject to Willis)

Date Approved/Revised:
3/22/21

POSITION PURPOSE:

Reporting to the Associate Vice President of Teaching and Learning, the Director of Professional Development oversees all operations and programming for CT State Community College's Professional Development and Professional Learning Opportunities. The Director serves as a leader and advocate for faculty, staff, and administrators' professional development college-wide, coordinating existing opportunities for professional growth and identifying new ones while promoting equity and inclusive excellence. The Director of Professional Development manages resources to provide specific program or service offerings to internal or external stakeholders, provides on-going professional development to faculty, staff, and administrators, and develops original curriculum and presents it college-wide. The Director also manages all of the professional development traveling funding and a professional development budget each year.

SUPERVISORY AND OTHER RELATIONSHIPS:

The Director of Professional Development reports to the Associate Vice President of Teaching and Learning. This position is required to have extensive cooperative and collaborative relationships with faculty, staff, and other professionals in peer organizations and professional associations. The incumbent is expected to represent the College in a positive manner.

EXAMPLES OF DUTIES:

- Manages the day-to-day operations, programming, and scheduling of the division.
- Convenes and facilitates meetings of the Teaching and Learning Council, and work with the Council to develop and promote a clear focus and identity for PD and PLOs college wide.
- Works with academic, professional staff, classified staff and non-unit professional leadership college-wide to continually assess professional development needs, align current offerings and programs, and identify new opportunities for professional growth.
- Coordinates with governance committees, Human Resources, the leadership team, and other college constituencies.
- Manages the PD budget and allocate resources to support faculty, staff, and administrators' growth.
- Develops and maintains a set of relevant professional resources - both on-ground and online - and ensure consistent access to those resources for faculty, staff, and administrators.
- Works closely with the Center for Teaching to develop and support professional development opportunities for faculty.
- Collects feedback and data to evaluate professional development programming at CT State Community College, and revise programming based on that evaluation.
- Develops strategic plans for various projects managing multiple deadlines and presentations.
- Plans and schedules the college-wide Professional Development calendar
- Collaborates with the leadership team, governance committees, and others college-wide to develop programming for system-wide Professional Days and other college-wide professional learning events.
- Represents the division through participation in relevant committees and events on and off the One College campus.
- Stays current on new developments in the field of professional development/training and fosters connections to outside organizations and professional development agencies locally, regionally, and nationally.
- Survey faculty for areas of interest and need in professional development.

- Coordinate faculty development programs, including retreats, workshops, brown bag series, and guest speakers.
- Implement quality assessment of programs through survey.
- Create and maintain data regarding faculty involvement, satisfaction and use of services.
- Determine the feasibility of building an annual professional development training program to foster professional growth of all employees within CSCC.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

QUALIFICATIONS:

The Director of Professional Development is required to have demonstrated advanced knowledge and abilities in the following areas:

- Demonstrated leadership skills.
- Experience with program management, including budgeting.
- Experience working collaboratively with a wide and diverse range of stakeholders.
- Experience working in a higher education environment, preferably a community college environment.
- Knowledge of recent trends in professional development, online/remote learning, and professional training.
- Ability to establish strategy and direction for division.
- Ability to work independently and in a team environment.
- Ability to problem solve and provide team building skills.
- Excellent interpersonal, organizational and communication skills.
- Experience with academic and student affairs professional development programming, preferred.
- Community college teaching experience, preferred.
- Knowledge of research in community colleges, preferred.
- Experience collaborating with academic, student and administrative affairs departments, preferred.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with one to four years of related experience including up to two years of experience in leading or supervising others; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.