

JOB DESCRIPTION

Position	Consultant - Staff Development
Portfolio	Human Resources
Reports To	Deputy Director of Education, ISO
Location	Education Centre, RM of Sherwood
Salary Range	Teacher Grid plus consultant allowance as per LINC Agreement

JOB PURPOSE
The Staff Development Consultant leads the development, implementation and monitoring of staff professional development and training to promote the growth and development of all Prairie Valley staff members to meet organizational and position-specific outcomes.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Work across the organization and with all members of the senior management team and school-based administrators to develop, implement and monitor a framework and annual plan for staff professional development and training that aligns with organizational outcomes. • Analyze and articulate professional development and training needs by examining operational job performance requirements, developing mechanisms for staff input and staying current with trends, developments and best practices in the Pre-K to 12 education sector in order to take a proactive approach to staff development. • Develop a range of effective and creative staff development delivery methods and effectively schedule activities to provide maximum benefit to staff members and the organization. A key work product is preparing and maintaining an annual calendar/inventory of staff development events. • Coordinate and manage institute days and other system level professional development and training days, including event promotion and logistics, organizing presenters, managing staff attendance and evaluating the day. • Coordinate delivery of all system-standard and mandatory training (e.g., first aid, Non Violent Crisis Intervention, Violence Threat Risk Assessment training, EA Academy, new employee orientation, new teacher onboarding) and monitor/report to ensure system standards are met. • Manage, monitor and report on an annual central professional development and training budget and prepare an annual report on system-wide staff development activities. • Foster an environment that encourages professional collaboration among all parts of the organization. • Responsibilities may be reviewed and assigned from time to time by the direct supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practice of adult learning and training design, delivery and evaluation, including a variety of innovative delivery and scheduling methods
- Analytical, research and report writing skills
- Ability to conceptualize, plan, manage and evaluate projects
- Good understanding and practical use of technology in the delivery of staffing training and development
- Excellent communication skills, including presenting a positive image of the organization to staff
- Strong analytical, management and decision-making skills to assess training needs and recommend appropriate solutions
- Ability to design and deliver small and large group training and professional development

COMPETENCIES

- Communication – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- Organizational Awareness – Commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations. Use knowledge of the organizational and business climate to solve issues and accomplish goals and business strategies, comply with and enforce organizational policies, procedures and practices.
- Time Management and Organization - Maximize time in order to accomplish as many tasks as possible in a timely manner, prioritizing tasks as needed and setting out goals and objectives as well as the work plans required to complete them.
- Teamwork – Promote cooperation and commitment with co-workers to reach common goals; engage others and commit to furthering the organization’s objectives. Enable cooperative and productive group interactions.
- Accountability – Take ownership and responsibility for the quality and timeliness of work commitments. Follow organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.

QUALIFICATIONS

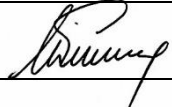
- University degree in a related discipline
- Minimum two years practical, hands-on experience in developing and delivering professional development and training
- CHRP designation or other targeted training in human resources and/or adult learning would be an asset

WORKING CONDITIONS
<ul style="list-style-type: none"> • 8 hour work days, 40 hours a week, 10 months per year (as per school calendar) • Employment conditions as per COE or STF/PVTA LINC Agreement • Occasional travel within the school division, using a system fleet vehicle where possible or with mileage paid for use of personal vehicle • Shared office space • Physical requirements – light to medium physical work involving standing, sitting and exerting up to 30 pounds of force on a regular basis
DIRECT REPORTS
<ul style="list-style-type: none"> • N/A

Approved by:

Supervisor Name: Mike Embury

Supervisor Title: Deputy Director, Instruction and School Operations

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

