



Job Title: Professional Development Coordinator for the Illinois Association of School Personnel Administrators

Reports To: Executive Director

FLSA Status: EXEMPT

Job Goal: Under the general direction of the Executive Director, is responsible for the development, planning, support, coordination, and delivery of professional development and learning opportunities for the Association. The Coordinator will work closely with the Professional Development Committee Chair, the Mentor Committee Chair, and other members of the organization to expand professional learning opportunities.

Essential Functions:

- Possess in-depth, current knowledge of trends and topics in educational human resources
- Possess project management skills and experience
- Has experience developing and delivering successful professional learning to adults
- Possess knowledge in school personnel administration, publications, professional development activities, including conference implementation.
- Possess current knowledge, skills, and demonstrated ability to effectively utilize a myriad of office technology software and hardware to maximize organizational efficiency and productivity.
- Possess outstanding communication skills, both oral and written.
- Possess outstanding organizational skills
- Possess exceptional leadership skills with a variety of people including office staff, board members, colleagues, organizational members and customers.
- Explores and recommends paths to expand and move the organization forward.

Performance Responsibilities:

- Manage IASPA's Administrator Academies (AAs)
 - Collaborate with the AA Sub-Committee Chair/s in order to provide AAs to IASPA members and non-members
 - Make recommendations regarding topics, formatting, and scheduling of AAs
 - Write HR-related AA course proposals and submit for ISBE approval
 - Source exceptional HR Professionals to write AA courses; collaborate with them and edit/vet proposals; submit to ISBE for approval
 - Deliver instruction for AA courses (*to be paid at AA presenter rate; not part of the current stipend)
 - Coach presenters in providing instruction for AA courses
 - Enter completed AA participants into the Illinois Administrator Academy Management System (IAAMS)
 - Provide day-of support for AAs: serve as an online support during virtual academies, be present to support in-person events (shared duty with the Executive Director)
- Identify additional opportunities to provide professional learning for members and non-members:
 - Workshops
 - Webinars
 - Informational digital newsletters/publications
 - Other
- For all IASPA professional learning
 - Create an annual Professional Development calendar including the marketing of events
 - Collaborate with the IASPA Assistant to manage all Professional Development registrations

- Provide plans, proposed budgets, and summaries for each event
- Collaborate with the Professional Development Chair and the Conference Sub-Committee Chair/s in order to support the work of the Conference Committee in the planning and implementation of the IASPA Annual Conference
- Collaborate with the Professional Development Chair and the HR Essentials Sub-Committee Chair/s in order to support the work of the HR Essentials Committee in the planning and implementation of HR Essentials
- Collaborate with the Mentor Committee Chair to support the work of the Mentoring Committee
- Pursues partnerships with other organizations (i.e. AASPA, IASBO, IPA, IDEA, etc.) to create and offer professional development opportunities
- Attend all IASPA Board Meetings
- Work with the Executive Director on other projects, responsibilities, and duties as assigned.

Education & Experience: Experience as a Human Resource and leader of Professional Development/Learning senior staff member of a public school system is highly desirable.

- In-depth, current knowledge of trends and topics in educational human resources
- Successful experience in an educational human resources role
- Successful experience leading professional development
- Project management skills and experience
- Master's Degree in Educational Leadership, Human Resources, Organizational Administration, or related fields.
- Minimum five years' experience in a senior level administrative position.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical requirements may include:
 - Low degree of physical stamina and a light degree of physical strength.
 - Ability to use computer, telephone, and other office equipment for extended periods of time.
 - Ability to travel to locations across the State of Illinois and the United States.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Remote office setting with required travel to various meetings and events.

Terms of Employment: This part-time position will require a flexible schedule including days, evenings, and weekends. Workload will vary based on current projects. The position is expected to work approximately 500 hours per year.

Compensation: TBD

Evaluation: Performance of this job will be evaluated on an annual basis or more often at the Executive Board's discretion.

Employment at Will: Employment in this position is voluntarily entered into and the employee is free to resign from the position at will, at any time, with or without cause. Similarly, the Association may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Effective Date: March, 2021