Los Angeles Unified School District - Job Opportunity

Job Posting Title
Supervising Staff Development Coordinator

Reference code
JP23-122-XA1

Minimum Salary
$ 46.84 Hourly

Maximum Salary
$ 58.03 Hourly

Application Open Date
10/06/2023

Application Close
10/23/2023

Information about LAUSD
We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

Department or School Site
For additional information regarding LA’s BEST programs and services, please visit the website at: www.lasbest.org

Project
A Supervising Staff Development Coordinator (LA’s BEST) plans, directs, administers, coordinates, supervises, and evaluates a staff development and comprehensive technical assistant program for LA’s BEST, an out-of-school enrichment program.

Benefits
Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS).

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years of year-round paid service.

Paid Holidays: Up to 13 days.

**Job Duties/Responsibilities**

The Supervising Staff Development Coordinator (LA's BEST) plans, administers, and coordinates program-wide, complex training activities related to a staff development program for LA's BEST staff and directs and supervises the activities of Regional Directors, Out-of-School Program staff, and clerical staff. The following are some of the typical duties:

- Developing and managing an LA's BEST training program that supports continuous staff development training modules and one-on-one coaching and mentoring services.
- Ensuring staff development opportunities for LA's BEST staff accessible and relevant to program services and making recommendations on the need to revise or expand on training topics.
- Conducting on-going staff development needs assessment and ensuring that all staff development opportunities are based on the mission and values of the LA's BEST program in areas such as youth development program structure and curriculum content, staff development, and student engagement.
- Assessing projects, programs, career pathways, or training materials submitted by consultants to determine their suitability for out-of-school enrichment and may modify them in cooperation with submitter for use by LA's BEST.
- Developing and coordinating the dissemination of staff instruction manuals, bulletins, brochures, and announcements to publicize staff development trainings and other staff learning opportunities.
- Developing and recommending customer training components to address issues pertaining to employee and student conduct, productivity, safety, communication and customer service to students and other key stakeholders.
- Establishing criteria for continuous evaluation and feedback on the short and long-term effectiveness of staff development trainings and resources.
- Representing LA's BEST in meetings with the administration, other public organizations, and individual employees regarding out-of-school enrichment, staff development trainings, workforce development, teacher pathways, and related issues.
- Advising and consulting with District personnel and community-based organizations regarding specialized training needs and formulation of training curriculum and implementation strategies.

For a complete list of duties and class description, please visit www.lausdjobs.org

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Minimum Requirements

Education:
Graduation from a recognized college or university with a bachelor’s degree, preferably including courses in teaching/training methods, staff development, youth development, or child development. Additional qualifying experience may substitute for the required education on a year for year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:
Two years of experience developing and implementing out-of-school enrichment activities and/or educational activities, including responsibility for staff development and training.

Special:
A valid driver’s license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

Desirable Qualifications

The ideal candidate will possess:

- The ability to strategically analyze 'out of the box' and 'cutting edge' current trends in out-of-school enrichment, education, and recreation programs and staff development and principles of youth development, while representing the District at State and national events.

- The ability to develop, implement and evaluate training curriculum and analyze critical staff development issues, assess issues related to the delivery of training programs, and determine appropriate training intervention, provide effective solutions to issues, and implement appropriate responses.

- The ability to provide leadership and work direction on day-to-day work activities and projects, assess the talents and competencies of others, establish performance criteria and evaluate subordinate performance, understands the inner workings and interrelationships of the organization, and is skillful at managing one’s own time, priorities and resources.

- Strong communication skills with the ability to present key issues to stakeholders at meetings and summarize information clearly, concisely, and accurately for manuals, brochures, and announcements.

Employment Selection Process

The employment selection process for this assessment tentatively consists of training and experience evaluation, a writing project and an interview. After applications are reviewed and determined to meet the minimum qualifications, qualified candidates will move on to the next
phases of our selection process. Please make sure that you describe in DETAIL, your experience, education, and training that most closely relates to this position in the on-line application. In your application you may include a professional resume, but it will NOT be in lieu of a detailed application. It is imperative that your application reflects your true and accurate background.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

**Application Process**

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?
Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: [http://www.lausdjobs.org](http://www.lausdjobs.org)

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

**Additional Posting Information**

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver’s license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

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Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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