

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Director of Faculty Professional Development		<i>Approval Date:</i> August 10, 2009	
<i>Level:</i> ADM07	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0711	<i>Approved by:</i> College President

### GENERAL DESCRIPTION

Provide leadership and coordination for faculty professional development; provide direction necessary to plan and implement technical and instructional support for faculty training; provide leadership and coordination in promoting institutional learning through excellence in teaching, support services, and instructional delivery.

### KEY RESPONSIBILITIES

### % OF TIME

1.*	Oversee the design of training courses and programs necessary to meet faculty training needs, and/or manage this activity via external provider(s).	15%
2.*	Supervise all aspects of the faculty professional development program to include researching, forecasting, planning, development, implementation and assessment.	15%
3.*	Liaise with institutions, business and industry that support academic functions to understand all necessary aspects of faculty training needs, and to ensure appropriate training and instructional materials are developed and maintained.	20%
4.	Research, development, and communication of innovative uses and practices of teaching/learning with technology.	20%
5.*	Organize and coordinate the logistics of faculty in-services to achieve an effective professional development experience.	5%
6.	Maintain knowledge of contemporary and innovative uses and practices of teaching/learning with technology. Provide recommendations and guidance to academic stakeholders within the institution.	10%
7.	Assess and report the effectiveness of faculty professional development as it relates to improvement/enhancement of teaching/learning practices.	5%
8.	Coordinate opportunities for faculty peer-sharing of best practices and new teaching/learning strategies.	10%
9.	Performs other related duties as assigned.	

\* Indicates an "essential" job function.

<i>Class Title:</i> Dir, Faculty Professional Development	<i>Class Code:</i> A0711	<i>Level:</i> ADM07
---	--------------------------	---------------------

**KEY JOB REQUIREMENTS**

<i>Education:</i>	Master's Degree required.
<i>Experience:</i>	Seven to ten years of prior work related experience.
<i>Planning:</i>	Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire college
<i>Budget:</i>	Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position.
<i>Decision Making:</i>	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. A high degree of analytical ability and inductive thinking may be required to solve highly intricate, technically complex problems. Must be able to develop new and nonstandard approaches.
<i>Communications with Others:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. Regular external contacts to carry out organization programs and to explain specialized matters, requires continuing personal contact with the public.
<i>Supervision of Others:</i>	Makes recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or campuses of HCC.
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several campuses.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

