**Professional Development Center Specialist Standard Job Description**

**Classification Title:** Professional Development Center Specialist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Professional Development Center Specialist, under direction, provides professional development support and assistance to local adult education and literacy providers funded statewide under Texas Workforce Commission (TWC) as a function of the PD Center project funded at TCALL.

**Essential Duties and Responsibilities:**

**40% Professional Development Consultation and Support**

* Assists in identifying training needs of local providers.
* Provides ongoing professional development consultation to local programs, including recommendations for local PD plans.
* Delivers a variety of professional development services to local providers as needed.
* Acts as a point of contact for professional development expertise.

**20% Training Delivery and Coordination**

* Delivers training according to the training schedule and identified needs.
* Maintains training records to ensure compliance and effectiveness.
* Engages in training of trainers (TOT) to develop expertise in additional content areas.

**10% Professional Development Strategy and Evaluation**

* Participates in regular planning and strategy meetings with other specialists.
* Assists in the evaluation and development of trainers used by the professional development program.
* Participates in ongoing professional development initiatives to stay updated on trends in the field.

**10% Instructional Design and Support**

* Provides professional development instructional design support to leadership.
* Supports research activities and objectives of the professional development center as approved by funding sources.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in Adult Education, Reading, English as a Second Language, Training, or related field or any equivalent combination of training and experience.
* Four years’ professional experience in the field of Adult Education and Literacy, including three or more years of advanced experience in the design and delivery of Adult Education and Literacy Professional Development as well as some actual AEL teaching experience.

**Required Licenses and Certifications:**

* Documentation of advanced expertise and related certifications/third-party endorsements (where applicable) in multiple Tier 1 and Tier 2 Adult Education Training topics.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of Adult Education National Reporting (NRS) rules and reporting procedures.
* Ability to multitask and work cooperatively with others.
* Demonstrated recent experience in development, utilization and/or training of users in the Texas Educating Adults Management Systems (TEAMS).

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**