
Job Title	Professional Development Specialist
PVN ID	LA-1710-002156
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	College and Career Pathways
Status	Part Time
Hourly Rate	\$35.00
Hour(s) a Week	0.00-20.00
Closing Date	Dec 15, 2017 (Or Until Filled)

General Description

Under the supervision of the College and Career Pathways Institute Director, the Professional Development Specialist has primary responsibility for the design and delivery of professional development offerings and curriculum development initiatives at LaGuardia Community College's College and Career Pathways Institute (CCPI).

LaGuardia's College and Career Pathways Institute (CCPI) is a campus-based demonstration site and lab school that pilots new and innovative curricula and program models to effectively prepare adult students to become college and career ready. CCPI provides a broad range of customized professional development services, including hands-on and web-based workshops, educational tools, access to lab and demonstration classrooms, coaching and a well-tested curriculum design.

CCPI aims to share its evidence-based approach to contextualized instructional strategies with education leaders, faculty, advisors, student support and workforce professionals at universities, community based organizations and secondary education settings.

The Professional Development Specialist is an experienced educator with excellent facilitation, presentation, communication, digital strategies and curriculum development skills.

The Professional Development Specialist will:

- Participate in the development and delivery of in person and virtual national professional development services focused on contextualized teaching and learning
- Represent CCPI and LaGuardia at professional conferences, convenings, and on digital forums including websites, blogs and listservs
- Draft CCPI's quarterly newsletter as well as other publications and press materials as assigned; maintain CCPI communications, website and print materials
- Facilitate workshops, courses, and presentations, both in person and in virtual formats
- Design interactive professional development materials, in classroom, virtual, and presentation formats under the supervision of the institute director

- Develop a digital library of resources
- Complete administrative and communications tasks associated with client events and required reporting
- Provide on and off site support for professional development project participants

Other Duties

Qualifications

Master's Degree in Education, Adult Literacy, Curriculum Development, Instructional Design or related field required, as well as:

Minimum of 5 years instructional experience in the field of Adult, workforce or developmental education

Minimum of 2 years instructional experience in an education setting, within a secondary, community-based organization

Demonstrated experience creating & leading effective professional development activities & workshops, in groups, coaching one-on-one and virtual formats

Strong planning skills & effective workshop design skills

Excellent oral/written communication skills, including group facilitation and presentation skills.

Advanced knowledge of Powerpoint and desktop publishing software.

Familiarity with best practices in adult education and the unique needs of adult learners

Willingness to travel and work flexibility up to 50% of the time