

JOB DESCRIPTION

CREATE Professional Development Contacts

I. Application Guidelines:

- A. Appointed by principals each school year by the end of pre-planning.
- B. Qualifications: Full-time teacher with at least one year of experience in Alachua County.
- C. Desirable Qualities:
 - 1. Uses effective communication skills and has access to Internet and email at the school site.
 - 2. Is approachable and readily available to assist teachers who have PD questions.
 - 3. Desires to become knowledgeable about professional development.
 - 4. Demonstrates attention to detail and ability to meet deadlines and maintain records

II. Duties Include:

- A. Must attend CREATE Contact meetings to become aware of Professional Development opportunities so as to communicate the information with your school community. There are four after-school meetings, one includes an ACIIS training. Stipends will be provided for all training sessions. Contacts are trained to help teachers with ACIIS and Professional Development and to understand the DOE Professional Development Standards, Evaluation, and Protocol.
- B. Disseminate information to his/her respective school concerning in-services made available to the school community. This can be done at faculty meetings, SAC meetings, and through school newsletters or flyers.
- C. Coordinate requests for in-service and funds with appropriate school committees, certificate renewal through points information, and serve as liaison to the Professional Development Office. Follow up with and assist teachers in using Performance Matters (ACIIS) in a timely manner when participants have completed an activity. This would include, but not be limited to, instruction on how to register for in-service and what to do for follow-up and completion in ACIIS.
- D. Train school personnel to access ACIIS and the annual Needs Assessment survey.

III. Benefits:

- A. Leadership opportunities.
- B. Increased awareness of school, district, and state professional development.
- C. New opportunities to participate in the decision-making process at your school.
- D. Stipend for meetings and yearly stipend.