

Director of Professional Development and Instructional Design

The Director of Professional Development and Instructional Design facilitates the planning, implementation, and monitoring of professional learning opportunities for teachers, administrators, and selected staff. In addition to understanding effective, research-based professional development standards and delivery models, the Director will demonstrate knowledge of the skill necessary to meet the needs of diverse learners. The goal of this position is to make significant contributions to improving student achievement by designing, delivering, and promoting high quality professional learning and communicating Manor's high expectations for each student, teacher, and administrator.

REPORTS TO: Title III Program Director, Provost

DUTIES & RESPONSIBILITIES:

The Director of Professional Development and Instructional Design will be responsible for accomplishing the following:

- Developing, coordinating, and overseeing college-wide professional learning programs in alignment with the college goals and initiatives informed by institutional needs assessments
- Creating an annual professional development calendar to ensure adequate learning time
- Establishing strong working relationships and communicating opportunities to faculty and college leadership
- Implementing professional learning opportunities through multiple delivery models including formal structured workshops and digital platforms
- Providing support for faculty in the development and improvement of course design including traditional online, face-to-face, and multimodal instruction.
- Keeping informed of innovative professional development techniques to provide the community with the highest quality of professional development activities
- Collaborating and maintaining the recording and reporting of the Professional Development hours and participation

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of staff development as it applies to both teaching and learning and leading professional learning communities
- Knowledge of current trends in curriculum teaching methods and strategies; best practices in course improvement, leadership development; adult learning theory and professional development; planning and project management; and collaboration, coordination, and facilitation of work groups
- Ability to analyze data and skills to format data into effective programs
- Knowledge of group dynamics
- Ability to communicate effectively with a variety of audiences orally and in writing, including electronic media
- Ability to work effectively with a diverse group of people
- Ability to manage multiple projects in a dynamic, time-sensitive work environment

QUALIFICATIONS:

- Master's degree from an accredited college or university in education, administration, or related field
- Superior interpersonal, oral communication and written skills
- Excellent organizational, and facilitation skills
- Training in: staff development, curriculum development, and instructional design
- Complies with equal employment and nondiscrimination policies; follows federal laws, state laws, institutional policies, and professional standards
- This is a twelve (12) month position that may require some evening and Saturday commitments



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manor.edu

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law