



PROFESSIONAL DEVELOPMENT SPECIALIST

POSITION PURPOSE

Under general supervision, plans, develops and delivers trainings to improve knowledge, skills and practices of early education professionals; recruits and provides training/technical assistance to individuals in order to enter and/or stay in the child care field. Performs related work as assigned.

ESSENTIAL FUNCTIONS

- Plans, develops and delivers training programs, events, and other professional development activities for early childhood educators
- Understands and applies knowledge of contemporary early childhood best practices in order to support the professional development of early education professionals
- Uses appropriate combination of adult learner techniques and strategies to enhance a positive learning experience
- Plans, develops and distributes training and technical assistance materials
- Maintains current knowledge of Community Care Licensing Title 22 regulations, Title 5 regulations, current child development trends, and child care subsidy programs
- Uses knowledge and understanding of the unique issues and challenges facing family child care providers to develop appropriate trainings
- Proposes and/or implements effective strategies to recruit child care providers in order to expand the number of child care providers in Humboldt County
- Proposes effective strategies to child care providers to enhance their business through expanded hours of care, increased number of children served, and/or increased services to infants and toddlers
- Provides and documents site visits to child care providers for the purpose of providing on site technical assistance, or performing assessments of the child care environment or the children in care
- Provides information regarding all aspects of starting up, operating and maintaining a successful child care business
- Assists with the development of the Child Care Initiative Project (CCIP) project plan and year-end narrative reports; maintains online CCIP database, policies and procedures documents; ensures CCIP training requirements are met
- Effectively represents Changing Tides Family Services at collaborative meetings as assigned; reports information back to supervisor
- Participates in child care needs assessment activities as assigned
- Using e-mail distribution lists, phone, or other means of communication, disseminates and/or collects information as assigned

Kerry Venegas, Executive Director | Caitlin Scown, Deputy Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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- Travels to events within Humboldt County and out of the area as assigned; may represent Changing Tides Family Services at regional and/or statewide trainings/conferences
- Using public speaking skills, makes presentations to groups
- Sets up and takes down supplies as needed for trainings, workshops, and events
- May assist members of the public to select the child care that best meets their child's and family's needs; provides child care referrals using a database and in accordance with written policies; provides referrals to other social services as appropriate
- Explains complex services, policies, and requirements to community members
- Accurately and efficiently enters and retrieves a variety of data using a personal computer; updates computerized information as assigned; runs reports and queries for information; obtains data from electronic resources
- Maintains confidentiality regarding all information obtained in the course of work in accordance to Changing Tides Family Services' Policies and Procedures
- Communicates in a professional manner to staff, management, clients, and vendors
- Maintains effective working relationships with those contacted in the course of work
- Exercises initiative and sound judgment
- Effectively prioritizes work tasks and communicates with supervisor regarding progress
- Successfully interacts with children and adults from various cultural backgrounds
- Effectively responds to written and verbal directions
- Using correct English grammar and spelling, prepares correspondence, e-mails, and brief reports
- Reports possible child care licensing violations to supervisor
- Complies with all mandated reporting requirements
- Complies with Changing Tides Family Services Personnel Policies and other Changing Tides Family Services guidelines and policies

QUALIFICATIONS

Required Education and Experience:

- Bachelor's degree in Early Childhood Education (ECE) or related field or Bachelor's degree with at least 24 units of ECE or Child Development
- Three years' experience operating and/or providing direct service in a child care facility
- Experience teaching groups of adults and also providing one-on-one coaching
- Knowledge of business and child development aspects of licensed family child care homes and centers

Additional requirements:

Ability to physically perform job duties in a variety of settings including office settings, residences, and community environments. This includes: sufficient vision to read printed material, see distant objects with clarity; sufficient hearing to hear conversations in person or on the phone; ability to speak in an understandable voice with sufficient volume to be heard in normal conversations on the phone and when addressing groups; sufficient manual

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dexterity and/or mobility to grasp and/or manipulate objects; ability to move about the work area; ability to move between work sites; ability to carry items as related to job activities described above

- Ability to sit at a desk and use a computer for extended periods of time
- Ability to pass a criminal background check
- Possession of a valid California driver's license, current insurance, and the use of a vehicle for work
- Ability to travel locally and out of the area
- Ability to work a pre-arranged schedule on a periodic basis which will include early mornings, evenings, weekends, and holidays (all schedule changes will be compensated with flexible scheduling or appropriately compensated time)