

Heartland Head Start

Professional Development Coordinator

Background Information:

Position Title:	Professional Development Coordinator
Department:	Operations
Classification:	Manager
Location:	Central Office
Reports to:	Operations Director
Supervises:	None
Schedule:	Hourly, PT, FY
Standard Work Day:	8 hours
FLSA:	Non-Exempt
Travel:	Routine to program sites
Date:	June 23, 2017

Purpose of Position:

The Professional Development Coordinator is responsible for developing, coordinating, and presenting professional development programs and sessions to facilitate the achievement of organizational goals. This position will consult with and advise managers and directors regarding the design of staff development programs; establish learning objectives, develop training materials, coach employees, and assess the impact of training sessions. This position works a flexible schedule, which may include some evening and weekend hours.

Essential Functions:

1. Ensure that implementation of professional development meets Head Start Program Performance standards, DCFS licensing standards, and all federal, state, and local laws.
2. Facilitate small group learning communities that focus on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework (birth-5) and Illinois Early Learning Outcomes.
1. Research a variety of information sources to identify evidence-based and best practice strategies for distribution to individual, small group, and large group learning environments. Identify emerging trends or issues related to professional development.
3. Collect data (internal and external) necessary to identify professional development needs for all HHS employees (agency-wide and job position specific).
4. Initiate discussions with various stakeholders to understand professional development needs and provides information concerning professional development resources, including higher education degree completion.
5. Collaborate and guide agency leadership in the development and delivery of employee professional development activities (e.g. new employee orientation, pre-service trainings, and in-service meetings). Establish learning objectives and goals for staff development sessions and maintain documents and files with training outlines, timelines, and outcomes.
6. Determine the most appropriate instructional method, utilizing knowledge of specified training needs and applicability and effectiveness of such methods as individual coaching, large and small group instruction, lectures, interactive training, and transfer techniques. Schedule training sessions, develop registration procedures, ensures that the facility is set up, employees notified, and coordinate other practical elements involved with planning professional development activities.

7. Design and present staff development sessions to different employee groups covering specific areas such as leadership development, instructional best practices, and HHS improvement initiatives.
8. Support agency, department and individual's design of annual professional development plans. Counsel directors, managers and individuals in the development of professional development plans (as requested).
9. Develop and implement Child Development Associate coursework for HHS employees as required, including, but not limited to: preparing CDA materials consistent with the Council for Professional Recognition, instruction and coaching students, evaluating assignments, coordinating observations of CDA candidates teaching in Head Start classrooms (as part of the CDA application process) and assisting students in preparing for the CDA assessment and completion of CDA applications.
10. Design and apply assessment tools to measure training effectiveness. Determine recommendations to improve and present to directors regularly.
11. Maintain Illinois Gateways staff memberships, trainings and credentials. Assist employees as needed/requested.

Qualifications and Job Requirements:

- Bachelor's Degree in Adult Education, Early Childhood Education, Human Resources or related field; Master's preferred
- Minimum of 3 years' experience in instructing and training adults
- Knowledge of instructional best practices, adult learning theory, training design and development, and organizational development theory and practice
- Must possess excellent instructional delivery techniques and the ability to coach and train staff
- Must possess demonstrated skills in workshop presentation, teambuilding techniques, and small/large group facilitation
- Must possess excellent human relations, communication and organizational skills
- Must possess the ability to establish and maintain effective working relationships with employees at all levels of the organization, including directors
- Must pass the DCFS background check
- Valid Illinois driver's license, proof of automobile insurance, and reliable vehicle transportation

Other Functions:

2. Adhere to and be able to articulate program philosophy, Head Start Program Performance Standards, DCFS Licensing regulations, Heartland Head Start service area plans, personnel and administrative policies, and the agency mission statement; and utilize when performing responsibilities.
3. Research in the field of professional development, instructional practices, and organizational development
4. Design and apply assessment tools to measure training effectiveness
5. Maintain confidentiality and professionalism in performing responsibilities

Environment:

This position requires the employee to work in an office environment with periodic high-traffic times. Requirements include the ability to sit, talk and hear, use hands and fingers. This position should also have the ability to stoop, reach, bend at waist, feel and operate objects, tools or controls and reach with hands and arms. The employee must be able to stand for periods of time. The employee must be able to walk freely without restriction. The position requires the ability to lift and move items weighing up to

twenty-five (25) pounds. This position has specific vision abilities including close vision and the ability to adjust focus.

Performance Standards:

Success in this position will include:

- Regular positive attendance, including promptness to all meetings, events, appointments, etc.
- Uphold a professional appearance at all times.
- Maintain a positive attitude, both in person and on the telephone.
- Cooperate with all supervisors, colleagues and staff.
- Communicate precisely, objectively, positively, and appropriately.
- Participate in community and program events to promote and provide information about the program and recruitment options.
- Be conscientious in looking for non-federal match (NFM) opportunities. Extend request for NFM in-kind donations, including goods, services and/or cash, to enhance our organization’s fiscal opportunities.
- Preserve confidentiality of all program, staff and client information.
- Complete all tasks in a timely manner.
- Avoid derogatory comments about all program, staff and client families.
- Resolve program concerns and conflicts within program guidelines.
- Routinely participate in approved program-related training.
- Perform any other duties necessary to the smooth operation of the agency and its programs.

Disclaimer:

This document only summarizes the typical functions of the job, and is not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The actual responsibilities, tasks, and duties of the jobholder might differ from those outlined in this description and all other duties, as assigned, are part of the job. It is not an employment contract. Heartland Head Start reserves the right to modify job duties or job descriptions at any time.

Sensitivity Statement:

Head Start has long recognized the strengths and richness of diversity and the importance of intentional, individualized support for children and families. In this tradition, the mission of Heartland Head Start is to improve the lives of children, families and communities that we serve. We believe that the diversity of our community is a fundamental strength of our region. Our mission is best fulfilled when we embrace diversity as a value and a practice. We maintain that achieving diversity requires an enduring commitment to inclusion that must find full expression in our organizational culture, values, norms and behaviors. Throughout our work, we support diversity in all of its forms, encompassing but not limited to age, ability, status, economic circumstance, ethnicity, gender, race, religion and sexual orientation. Leading by example we aspire to make diversity a core and abiding strength of our organization.

I have read this job description; I understand it and will fulfill my responsibilities to the best of my abilities.

Signature of Employee

Date

Supervisor/HR Manager Signature

Date