



JOB DESCRIPTION

Job Title:	Professional Development Specialist
Reports to:	Provider Development Coordinator- This is a grant funded position.
Supervises:	None
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input checked="" type="checkbox"/> other
Salary Ranges:	Starting at \$55,000

Position Summary:

Responsible for the provisional support and implementation of technical assistance, training, and documentation of all ELCOC and DEL professional development standards. Provides support to all Coalition efforts regarding professional development and training of early childhood professionals, ensuring the highest quality of products to our clients, and ensuring those conducting training meet the Coalition’s exacting standards. Under the direction of the Professional Development Manager, this specialist will ensure implementation of the initiatives and goals set forth in the ELCOC Strategic Plan related to supporting early learning professionals’ training and technical assistance needs.

**This is a grant funded position; availability of funds does not guarantee employment.
This grant agreement is anticipated to run through June 30, 2024.**

Essential Job Functions

I. Technical Assistance (TA) and Training

- Provides expertise and technical assistance in current Coalition approved programs and trainings (could include but not limited to: Classroom Assessment Scoring System (CLASS) and/or Teaching Strategies GOLD) designated by the coalition to all assigned childcare centers and/or homes.
- Provides general TA such as: I4EL Communities of Practice, material resources, training series, and field-based workshops.
- Coaches’ providers to implement recommended strategies from training that lead to improvements in teaching outcomes and learning objectives.
- Works together with providers to identify key needs, areas of concerns, goals, and objectives to improve operations and services provided.
- Conducts and/or assists with provider training and designated programs.
- Specializes in the specific areas of ELC quality initiatives related to training and technical assistance.

II. Compliance

- Collects accountability data in Coalition Database system.
- Maintains provider training information in Coalition Database system.
- Coordinates provider scholarship, training, and recruitment processes for access to timely trainings
- Reviews course content prior to use by trainers, contracted vendors, or staff for accuracy.
- Monitors participant’s success in programs to continue participation or move to next series.

- Holds provider information sessions for Professional Development scholarships and other professional development opportunities.
- Ensures accurate and timely submission of information for all required reports.

III. Program Support Functions:

- Assists with identification of provider quality materials.
- Inventory and distribution of provider resource materials.
- Develops, prepares, and conducts trainings on curricula, assessments, and other early childhood related topics ensuring adherence to Florida Core Competencies for Early Childhood Professionals.
- Assist with the marketing of the professional development program through the communications and engagement unit, community meetings, and provider visits.
- Prepares announcements about professional development opportunities and facilitates distribution to providers.
- Support and assist with Quarterly Provider Meetings.
- Familiar with all ELCOC training, workshops, and conferences
- Provides evaluation of training and trainer effectiveness in each course.
- Coordinates and supports the CDA program's cohesion.
- Completes and submits all IACET documentation to the Professional Development Manager.
- Speaks and makes presentations in front of large groups.
- Performs other related assignments as requested.

IV. Professional Development

- Attends required training programs to stay updated with the latest developments in childhood education trends.
- Attends specified Coach, Assessor, and/or Train-the-Trainer programs as budget permits.
- Perform other special and/or related assignments as requested.
- Attends webinars/online training as assigned.
- Maintains reliability in quality tools as required.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Preferred certification in Infant, Toddler and/or Pre-K CLASS.
- Preferred experience working with Teaching Strategies GOLD.
- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Understanding of adult learner.

- Demonstrated knowledge of child development and appropriate childcare practices and knowledge of Florida state standards and requirements.
- Ability to work flexible/hours schedule i.e., occasional Saturdays, or evening hours.
- Ability to solve problem and deal with a variety of variables.
- Proficiency in the use of computer software (Microsoft Office Suite). Ability to navigate the Internet.
- Required Florida Driver's License with reliable transportation to travel daily to off-site locations.
- Professional appearance and presentation.
- The employee is frequently required to stand; walk, stoop and kneel. The employee might be required to lift and or move up to 30 pounds.
- Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.

Education and Experience:

- A minimum of a Bachelor's Degree in Early Childhood Education, Child Development, Developmental or Child Psychology, Elementary Education, or closely related field, with a minimum of two (2) years of experience working directly with children in an early childhood setting is required. Master's Degree and experience as a childcare center director and at least one year of training adults is preferred.
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing - preferred.

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Send Cover Letter and Resume to: employment@elcoc.org

By Fax to: 407-749-0287

By Mail to: Early Learning Coalition of Orange County

Attn: Theresa Brady Director of Human Resources

7700 Southland Blvd. Suite #100 Orlando, FL 32809
