

**Job Summary:**

Under the direction of the Administrator or designee, the Professional Development Manager coordinates professional development and training services for the Early Childhood Education Program with primary focus on Head Start Performance Standards, Community Care Licensing and Credentialing. Provides strategic and tactical support to the program by analyzing and interpreting the data to provide coaching.

**Essential Functions:**

- Evaluates professional development needs and coaching for classified, management, and administrative employees through assessment, needs analysis, surveying, and consultation with appropriate parties.
- Facilitates the use of a broad range of traditional and technology approaches such as formal group and individual training, coaching, web-based programs, e-Learning systems, pod casts, and interactive video into the professional development program.
- Publicizes, promotes, and markets professional development programs and coaching opportunities by using a broad range of methods and tools and maintaining a consistent presence.
- Coordinates, organizes, and promotes employee engagement opportunities and activities such as social events, team-building sessions, and employee recognition.
- Develops methods and tools, collects data, and evaluates the effectiveness of professional development activities and participation; prepares reports and recommendations related to outcomes and possible improvements.
- Selects, trains, and evaluates the work of consultants and staff.
- May develop content and materials and present professional development workshops to groups of varying sizes on a variety of soft skills topics such as effective communication, collaboration, professionalism, creative problem solving, coaching and mentoring, adapting to change, and customer service.
- Create and monitor program training plan. Identify, develop and provide additional training as determined by surveys, emergent issues and other agency needs.
- Collaborate with consultants and managers to ensure mandatory trainings (admin, component, food service, transportation, etc.) are included in annual training plan.
- Collaborate with others to ensure that annual training for classroom staff meets Performance Standards and state licensing mandates.
- Monitor training budget and expenditures.
- Collaborate with IT department to identify and implement technology resources related to training needs.
- Assist Human Resources Department in developing and maintaining tracking systems for education/certification plans and maintain records.
- Ensure that training/educational opportunities/resources are communicated to staff via portal postings, fliers.
- Participate in the planning and implementation of the annual self-assessment process.

**Skills, Knowledge and/or Abilities:**

- **Knowledge of:**
  - Principles and practices of employee training and development;
  - Methods, techniques and procedures used in the planning, development, delivery and evaluation of adult learning;
  - Leadership, management, supervisory and employee training programs;
  - Current trends and directions in training and development;
  - Training resources, visual aids, online sources computer software technology such as PowerPoint and desktop publishing such as Microsoft Publisher;
  - Principles of group dynamics;
  - Principles and practices of supervision, evaluation and training;
  - Statistical data, tracking, survey tools and data bases.
- **Skills/Ability to:**
  - Manage a professional development program in a manner consistent with management objectives and employee needs and interests
  - Plan and execute the logistical aspects of professional development events and activities
  - Prepare effective and comprehensive oral and written communications, reports, publications, and presentations

- Travel to offsite meetings and events.
- Communicate (verbal and written) effectively and appropriately with others.
- Work independently, while collaborating with agency and community resources.
- Provide compliance monitoring in a proactive and supportive manner.
- Substantial problem solving to devise solutions which address organizational deficits or potential deficits in a changing regulatory environment
- Make decisions in the recommendation of training and/or referral to address assessed needs.
- Translate theory and professional training into practical solutions.
- Demonstrated teaching or training skills.
- Ability to think and problem-solve creatively
- Strong project management and time management skills; highly organized and detail-oriented
- Ability to set and revise policies and procedures while brokering buy-in from all stakeholders
- Demonstrate capacity to frame complex situations and present options
- Enjoy working independently and as part of a team
- Excellent oral and written communication skills.

**Education Required:**

- BA/BS or MA in Early Childhood Education or related field.

**Experience Required:**

- Two years of professional experience in the design, development and delivery of training or organizational development is highly desirable.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California driver's license.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** *Exempt*

**July 2018**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.