

Professional Development Specialist
ECE Career Center: Early Childhood Educators Learning Together

Leaps and Bounds Family Services

Reports to: ECE Training Director

Summary Description: This position is responsible for facilitating ongoing training/professional development opportunities to childcare providers (state regulated and unlicensed subsidized) caring for children primarily birth to age eight. PD specialist, in collaboration with WOM RC Quality Improvement Coaches, will work with individual childcare providers and owners/operators in developing participant professional development plans. Work time is regular supervisor-approved schedule that includes onsite, in the field and remote work.

Trainings are provided through recorded sessions on Zoom, live trainings on Zoom and in person. In person training are scheduled at the agency's Warren site or Southfield sites. Occasional in person trainings may be scheduled at childcare provider locations.

EDUCATION AND EXPERIENCE REQUIRED:

1. Experience in working with Adult Learners
2. High School degree required. Bachelor's degree preferred.
3. Experience in the field of working with adults, providing caregiver support and education preferred.
4. Must be approved by the state of Michigan in MI Registry as an approved trainer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Strong experience delivering professional development to diverse audiences.
2. Ability to fully integrate the use of technology to engage participants and enhance the training experience.
3. Must possess strong customer service and recruitment skills
4. Strong verbal and written communication skills.
5. Demonstrate motivation, energy, confidence and commitment in the delivery of training content.
6. Familiarity with High Scope and other curriculum models. GSTQO, CDA Core Knowledge and Core Competencies, Great Start to Quality Indicators, and Michigan childcare licensing requirements preferred.
7. Must be familiar with all aspects of the MI Registry.
8. Ability to communicate effectively with participants from a broad range of cultural and socio-economic experience. Develop a learning plan and coaching support to childcare providers
9. Ability to work flexible hours as needed (i.e., evening and weekend hours required).
10. Must have reliable transportation and be able to travel to training sites within agency service area.
11. Ability to give and receive constructive feedback.
12. Ability to work with all members of the community regardless of race, gender, age, sexual orientation and cultural or ethnic background.
13. Ability to maintain professional and ethical standards and abide by agency confidentiality policies.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Work with providers and owners to recruit participants in PD trainings. Engage and build relationships with providers and owners to ensure participation in PD.
2. Facilitate training using the approved PD training model (Instructional design) and CDA specified curricula as directed by Training Director.
3. Act as moderator for virtual live trainings as assigned
4. Must be able to work with LE providers through providing Orientation training, PD goal setting. Home visits Health & Safety checks may be included
5. Use knowledge to inform and equip the lending library, training materials, and activities relevant to training. Integrate lending library materials into training and facilitate participant use of lending library materials.
6. Assure training setting and materials necessary for implementation are appropriate, ready and available for use.
7. Use best practice strategies in adult learning to implement training.
8. Ensure required data is collected.
9. Participate in continued professional development throughout employment and continually upgrade skill, knowledge of current trends and best practice in the fields of childcare, child development and adult education. Participate in all mandatory trainings including Train the Trainer, GSTQO certification and ongoing training.
10. Responsible for checking homework for recorded classes as assigned by ECE Training Director

11. Use technology to record trainings as assigned
12. Perform other duties as assigned by immediate supervisor and/or other management.

Must function as member of team, attend staff and other meetings and must abide by agency policies, procedures, contracts, rules and regulations. Must be approved by state of Michigan's MI Registry as an approved trainer. Adhere to all procedures and deadlines as outlined in department operating manual, and Agency personnel policies and procedures.

Position is FT, competitive salary with comprehensive family benefit package. Hybrid work environment.

Send resumes to: resumes@leapsnbounds.org

8/2023