

Position: Professional Development Specialist

Reports to: Program Manager

Purpose of Position: Delivers an array of services that support and assist child care programs and providers. Provide in-person professional development trainings and offer technical assistance to child care programs and providers on a variety of topics.

Status: Non-Exempt

Salary Range: \$40,000-\$50,000

Duties and Responsibilities

Program Administration:

- Offer in-person professional development training to child care programs and providers on approved topics.
- Collaborate with program staff, Kansas Child Care Opportunities (KCCTO), Child Care Resource and Referral Agency (CCR&R), and others as applicable.
- Provide support to the Healthy Kids Healthy Futures Technical Assistance Program including but not limited to:
 - Data collection & reporting
 - Technical assistance
 - Training
 - Collaboration
- Participate in collaboration and coordination efforts with other early childhood and education partners to strengthen the comprehensive professional development system and coordinate training opportunities for child care professionals.
- Distributes materials to promote and inform child care providers, families, and community partners about early childhood development and professional development opportunities.
- Participate in state wide advisory groups or work groups based on need.

Data and Reporting:

- Collect project information to provide timely reports to funders.

Community/Network Outreach:

- Participates in meetings, trainings and conference calls to support goals and outcomes including, but not limited to:
 - Participate in monthly collaboration meetings to coordinate planning and delivery of professional development opportunities.
 - Participate in professional development meetings and webinars.
 - Participate in Train-the-Trainer events.

- Participate in community meetings as assigned.

Participates in a variety of professional development events in order to stay current with early childhood research, trends and best practice.

- Completes annual professional development to keep current with best practice and research in the field of early childhood development.
- Attend various reoccurring Child Care Aware of Kansas team meetings
- Participates in Child Care Aware of Kansas meetings/conferences.

Complete required Child Care Aware of Kansas employee reports and duties in accordance with agency policies, including:

- Complete required Child Care Aware of Kansas employee reports and duties in accordance with organizational policies, including but not limited to:
 - Monthly credit card report, timesheet, car maintenance report, and employee expense report, etc.

Education:

- Minimum a bachelor's degree in Early Childhood or related field required.

Experience:

- Expertise in, but not to be limited to:
 - Content Knowledge: An understanding of child care programs and child development. Experience working with adults (e.g. training, coaching, mentoring or leading and providing support to caregivers/teachers).
 - Planning Expertise: Ability to develop a logical, sound plan that adequately and efficiently addresses program and provider needs and meets expectations.
 - Process Expertise: Ability to plan, coordinate, conduct and facilitate in-person and virtual meetings and webinars and use technology appropriately.
 - Collaboration Expertise: Ability to identify provider needs and assist the participant in accessing the best community and/or State resource to meet these needs/goals.
 - Experience in nonprofit environment preferred.

Special Knowledge and Skills:

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Proficient using Microsoft Word, Excel, and virtual tools to conduct meetings.
- Ability to work independently in a fast-paced environment.
- Ability to complete projects in a timely manner and to multi-task.
- Ability to work with groups and individuals.

Miscellaneous Requirements:

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including some weekend, evening, and overnight travel.

- Valid Kansas driver's license.
- Successfully pass comprehensive background checks.

EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

Disclaimer

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.