



POSITION: Department Manager, Professional Development

REPORTS TO: Director, Early Learning Services Department

AGENCY SUMMARY:

Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging, and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of \$13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

OPPORTUNITY:

The Department Manager, Professional Development is a member of Program Leadership Team and reports to the Early Learning Services Department Director. They participate as a member of the Early Learning Services Team and the CCA WA Professional Development Coordinator team, focusing on systems-wide projects necessary to carry out the goals and objectives of the agency.

RESPONSIBILITIES:

- Program leadership and supervision of the professional development team; up to six employees.
- Lead and guide the overall vision for PD for early learning professionals in our community and how it relates to quality improvement using best practice for adult learners and current research to inform decisions.
- Lead and guide the overall vision for PD for CCR staff, working closely with TED, Department Directors, Department Managers, and Program Managers.
- Work with PD Coordinator to coordinate required PD offerings and to providers from planning through execution and reporting. This may be through various grants and should align with Early Achievers and other contract requirements.
- Work collaboratively with the Early Learning Services team to align and integrate professional development opportunities, internally for CCR staff and externally for providers.
- Work collaboratively with Child Care Aware of Washington and partner Professional Development Coordinators to align and integrate professional development opportunities statewide.
- Represents CCR at statewide and community meetings for professional development and training.
- Meet regularly with local funding partners and community stakeholders to insure ongoing funder and customer satisfaction with agency services.
- Data management and reporting: Ensure that data is entered accurately and in a timely manner. Monthly reporting and data management is essential.
- Work with PD Coordinator to develop competencies in new curricula as needed and required by contract.

- Track progress towards outcomes and deliverables regularly, communicating internally and externally, as appropriate and prepare regular reports and work with business services for necessary invoicing and director of provider services for tracking budget and actuals.
- Contract and budget management for a variety of training contacts and budgets including Careers program, Early Achievers PD Academy, Suburban Cities PD through East and South King County

QUALIFICATIONS:

MA degree in early childhood education, child development, public administration or social service field and 4 years related job experience; BA degree and 6 years job experience or 10 years equivalent work experience. At least 2 years of the required work experience should be in management and administration, preferably in a team-based environment. A commitment to diversity, cultural relevancy and inclusion is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to build positive working relationships with stakeholder and external partner organizations.
- A commitment to and proven experience in diversity, cultural relevancy, cultural humility, inclusion and undoing institutional racism required.
- Ability to create and track budgets and exercise reliable judgment about spending decisions.
- Ability to work independently, exercise sound judgment and assume responsibility for completion of tasks.
- Proven supervisory skills that focus on staff accountability and building a culture of continuous improvement.
- Use skillful verbal, written and interpersonal communication skills and demonstrated experience working with the public.
- Possess a collaborative style with respect for diversity.
- Ability to work under pressure and unanticipated constraints.
- Intermediate level skills in Word, Excel, Power Point and Outlook. Skill utilizing databases as a user (report pulling, etc.) strongly preferred.
- Ability to communicate and actively participate in CCR team meetings and committees and community groups.
- Ability to problem solve creatively and resourcefully.
- Active listening skills with the ability to give and receive feedback.
- Proven ability to work and provide leadership within a team environment.
- Knowledge of child development and early learning skills, tools, and resources.
- Ability to apply adult learning best practices to curriculum development for ongoing professional development for CCR staff and early learning professionals.
- Flexibility to work occasional evening and weekend hours; Valid Washington driver's license, insurance, and a reliable vehicle at his/her disposal.
- Ability to problem solve creatively and resourcefully.
- Ability to develop and provide needs assessments to develop program goals and outcomes.

COMPETENCIES:

- **Mission-driven:** Demonstrates commitment to the mission and values of the organization.
- **Equity mindset:** Demonstrates the values of anti-racism; fosters an inclusive environment that facilitates diversity.
- **Communication:** Uses skillful written and oral communication with internal staff, teams, and

community served; demonstrates empathy and listening.

- **Adaptability:** Adapts and responds to change; proactively seeks opportunities to be supportive of change that serves our mission.
- **Ownership and quality of work:** Manages own work, and work of teams when relevant, ensuring delivery of successful outcomes.
- **Decision-making:** Structures and facilitates decision-making processes; makes decisions responsibly to improve organizational health and impact.
- **Develops and motivates others:** Actively supports the development and motivation of others to maximize individual, team, and agency impact.
- **Continuous improvement minded:** Identifies strategies to improve organization's impact; sets course and drives implementation.

COMPENSATION:

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between \$60,020 - \$75,027/yr., depending on qualifications and experience.

BENEFITS:

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays, 3 floating holidays, and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

HOW TO APPLY:

Submit your application materials to hr@childcare.org. You will be asked to upload:

1. A resume
2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources' goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

To learn more about Child Care Resources, please visit www.childcare.org