



JOB DESCRIPTION

POSITION: Professional Development Specialist (Tacoma office)

PURPOSE: The Professional Development Specialist directly impacts the quality of professional development and continuing educational opportunities made available for the diverse early childhood educators. The goal of these services is to facilitate professional development that is supportive of best/promising practice encompassing the WA State Core Competencies and Early Achievers, aligning with the current and future quality initiatives, and is culturally relevant to the diversity of children and families served in King and Pierce County. This role can be based in Seattle or Tacoma.

NATURE & SCOPE: The Professional Development Specialist is part of the Professional Development team, a member of the Provider Services team and reports to a Manager of Professional Development. The Professional Development Specialist participates as an active member of the Provider Services team in setting goals and deciding how to accomplish the work of the department.

RESPONSIBILITIES: Specific responsibilities of the Professional Development Specialist include, but may not be limited to:

- Coordinate quarterly professional development trainings that align and address: Early Achievers, the Washington State Core Competencies, Washington State Early Learning Guidelines, licensing, STARS requirements, and other relevant needs of early learning professionals
- Assist with coordinating a spring and fall child care conference for early learning providers including reserving space and arranging logistics for the conference, prepping materials, recruiting volunteers, setting up for the conference, coordinating the training sessions and trainers, as well as managing the contract for the space, interpreters, reconciling materials, conference payments, and invoices
- Manage customized trainings for early learning programs: communicate with the early learning program, identify a training for the site's needs as well as a trainer, create the contract for the training and reconcile payment, prep materials for the training
- Provide technical assistance (walk-ins, on the phone, via emails) to programs and providers in accessing professional development opportunities. This includes registering providers for trainings, sending email confirmations, managing payments and refunds, and arranging interpretation services for providers.
- Manage and rectify trainer and trainee issues
- Support coaches on the trainer pathway and contracted trainers with onboarding information, pre and post training materials and entries in MERIT

- Assist with the coordination of the quarterly PD newsletter
- Ability to become a STARS approved trainer
- Lead trainings and customized trainings as needed
- Ability to navigate data systems related to professional development.
- Maintaining positive relationships and partnerships with agencies in the community.
- Other duties that relate to the work of the Provider Services team as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS: Minimum requirements include at least 5 years of relevant experience or an Associate of Arts degree in Early Childhood Education or a related field and 3 years related work experience; or a Bachelor of Arts degree in Early Childhood Education or a related field and 2 years related work experience; or a Masters of Arts degree in Early Childhood Education and 1 year related job experience.

Additional requirements include:

1. Ability to work independently and self-motivate.
2. Strong organization skills and ability to juggle multiple priorities at once.
3. Ability to maintain timely documentation/data entry into electronic data system.
4. Ability to consistently meet monthly project goals and deliverables.
5. Knowledge of Early Childhood Education programs and resources.
6. Excellent written and verbal communication skills.
7. Proven ability to work in a team environment.
8. Demonstrated commitment to diversity, cultural relevancy and inclusion is required.
9. Knowledge of computer software, especially Microsoft Word and Excel.
10. The ability to work on occasional evenings and Saturdays.

Desired Qualifications Include:

1. Native language speaking abilities in Spanish and/or Somali languages.
2. Familiarity with Washington State Early Achievers program.

Salary and Benefits:

Hiring Range \$34,974 - \$43,717.

Salary depends on ability to meet or exceed the above desired employment criteria.

Generous medical, dental, life insurance, 401K and vacation benefits provided

To apply, email cover letter and resume to hr@childcare.org