

## JOB DESCRIPTION

**Job Title:** Professional Development Specialist (PDS)  
**Reports to:** Early Childhood Professional Development Manager  
**Work Hours:** 20 hours/week, varied hours

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Work under the direction of and in collaboration with the Early Childhood Professional Development Manager to support the recruitment and retention of family, group and center based child care providers in Flathead, Lake, Lincoln and Sanders counties.**

- **Recruitment of New Child Care Providers**
  - Provide technical assistance to individuals seeking registration/licensing. Meet individually with potential providers as needed.
  - Monitor distribution of registration packets and referrals to new child care providers.
  - Coordinate and participate in delivery of PME & ECE classes as specified in R&R Contract
  - Become certified and teach 1<sup>st</sup> Aid CPR to child care providers within the region as needed
- **Retention of Child Care Providers**
  - Provide information, resources and technical assistance to current providers via phone, email, and face to face contact in support of their day to day program needs
  - Develop and maintain supportive relationships with providers throughout R&R region
- **Professional Development of Child Care Providers**
  - Assist in delivery of professional development in a variety of formats for family, group, and center based child care providers throughout the region
  - Assist in process of approval, registration, and recording of provider classes as required through Montana Early Childhood Project
  - Assist in creating, updating and dispersing quarterly PD calendar & newsletter as needed
  - Promote appropriate business practices of child care through trainings & on-site visits with providers.
- **Program Support**
  - Act as CDA Advisor and provide support for child care providers seeking their CDA credential as needed
  - Provide support and mentoring for family, group and center providers pursuing accreditation
  - Deliver Technical Assistance (TA) to individual child care programs
- **Public Relations**
  - Support Nurturing Center's public awareness activities in coordination with other program and agency activities..
  - Coordinate and collaborate as requested with area agencies and organizations such as QAD, BBCC, FVCC, SKC, FAEYC
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- **Outreach Activities**
  - Attend required State trainings and conference calls
  - Maintain and coordinate check out system for Enhancement Materials
  - Maintain educational resource materials and monitoring of web links as pertain to child care providers
  - Advocate for child care providers and the field of Early Childhood Care and Education
- **General**
  - Maintain confidentiality in all contexts.
  - Complete reports in a timely manner
  - Attend staff meetings, trainings and events
  - Support Nurturing Center Community Outreach and Fundraising efforts
- **Other Duties as assigned**

### **QUALIFICATIONS:**

- Associate Degree in Early Childhood with Level 5 on the Practitioner Registry
- 3 years' experience teaching in an early childhood program.
- Ability to obtain PDS I as specified on the Early Childhood Project Professional Development Framework within one year of employment.

July 2018

- Self-starter with strong communication, computer and organizational skills.
- High level of knowledge and familiarity with early childhood care and education and child/family issues including Developmentally Appropriate Practice (DAP)
- Must enjoy interacting with diverse groups of people.

**Physical Demands:**

- The employee must regularly lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms and talk and hear.
- Must be willing and able to move training materials to and from car/training site

**Work Environment:**

- Mostly indoor in an office environment.

**Special Requirements:**

- Regular travel is required to all four counties in our region. Additionally, travel is on occasion required to State sponsored meetings throughout Montana as well as out of state. Must provide own vehicle, have a clean driving record and provide proof of vehicle liability insurance that meets the minimum for the State of Montana's requirements.
- Some evening and weekend work is required