

Professional Development Manager

REPORTS TO: Operations Director

FLSA STATUS: Exempt

STATUS: Full-Time

SAFETY SENSITIVE: Yes

Job Summary:

Plan, develop, and implement educational goals to further educate Agency staff in regard to ongoing professional development. Monitor, analyze, and provide feedback to staff in regard to educational programs available to them in addition to third-party financial aid providers. Develop and implement appropriate training and technical assistance. Establish and maintain effective record keeping systems. Participate as a team member and in community networking. Conduct self in a professional manner. Develop and manage content contracts, collaborations, and memorandums of understanding as needed.

Essential Functions:

The Professional Development Manager will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Professional Development Manager's responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Professional Development Manager will demonstrate competency to perform essential functions that include:

- Working individually with site staff to assess their current education level.
- Advise staff with a HSD towards getting appropriate CDA.
- Mentor staff with CDA or higher to enroll in college coursework towards AA or BA degree.
- Facilitate orientation for all new employees. This includes scheduling training for all content areas.
- Implement, monitor and manage Workforce Registry for all Agency staff.
- Collaborate with community colleges and universities to support staff professional development.
- Schedule and organize ongoing agency training and technical assistance.
- Arrange for external speakers and trainers as needed
- Coordinate staff professional development with all content area Managers.
- Communicate effectively with co-workers and community members. Attend and/or facilitate meetings to meet content needs.
- Promote consistent exchange of information by communicating in a professional manner through verbal and written means while maintaining confidentiality at all times.

Minimum Requirements:

- Bachelor of Art/Bachelor of Science in Professional Development or closely related field from an accredited institution. Master's degree preferred.
- Two years' supervisory experience, directing committees and work groups, Funding & Program Proposal writing.
- Working knowledge of available educational certifications, degrees, and financial aid for educational programs offering services in Pinal and Gila counties
- Advanced computer skills required in Excel, PowerPoint, Word, Access, internet, and email.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge of; Head Start Procedure Standards, ECSE, and ADE regulations required.
- Possess excellent oral (to include public speaking) and written communications required.
- Knowledge of Child Development Associate (CDA) credentialing process, NAEYC accreditation, Head

- Start Procedure Standards required.
- Excellent oral and written communication skills required.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date