

Professional Development Coordinator

Alameda Family Services

Alameda Family Services is a non-profit agency providing comprehensive services to youth, families and children in the City of Alameda.

Early Childhood & Family Support Services

Early Childhood & Family Support Services (ECFS) programming connects individuals and families to resources in the community that support access to education opportunities and needed health and family services. Case management is provided to individuals, families, and seniors and to those enrolled in our federal and state funded child development programs that provide comprehensive services to qualifying pregnant women and families with children birth to 5 years of age. Child development, health and family support services are provided through a variety of unique program options designed to meet the individual needs of children and families.

Job Summary

Under the direct supervision of the ECFS Program Director and with support from the Child Development Services (CDS) Manager the Professional Development (PD) Coordinator is responsible for overseeing the process of employment and the professional development of teachers, interns and other direct services staff responsible for providing child development services. The PD Coordinator will coordinate in supporting ECFS program management and agency human resources in recruiting, hiring, placing, and training new CDS direct service staff. The PD Coordinator will conduct observations and assessments of learning environments, lesson planning, and teacher-child interactions and provide guidance, training and coaching opportunities that ensure high-quality services and curriculum fidelity. The PD Coordinator will assist and provide guidance to CDS staff in the creation of meaningful and targeted individual professional growth and development goals and action plans that supports continuous improvement. The PD Coordinator will maintain confidentiality as appropriate and support compliance with Head Start Program Performance Standards (HSPPS), California Department of Education (CDE), Community Care Licensing (CCL), HIPPA and other related regulation.

General Responsibilities

1. Assist the ELCN Program Director and CDS Manager in creating a comprehensive professional growth and development plan and school readiness goals that support high quality services and ongoing improvement in accordance with the Head Start Program Performance Standards (HSPPS).
2. In coordination with AFS Human Resources, conduct recruitment activities, assess resumes, review transcripts, and interview potential candidates for open CDS positions in alignment with AFS hiring practices, policies and procedures.
3. Assist program management in onboarding new hires and creating workforce development opportunities for those interested in pursuing a career in the field of Early Childhood/Human

Development.

4. Work with program management to ensure diversity, equity, inclusion and justice in hiring practices, employee evaluation and access to professional growth development opportunities.
5. Maintain data systems and record keeping strategies that ensure compliance with Head Start Program Performance Standards (HSPPA), California Department of Education (CDE), Community Care Licensing (CCL), HIPPA and other related regulation.
6. Support the CDS Manager in creating staffing patterns that maximize the skill-sets, experience, and diversity of our CDS personnel, and ensures compliance with federal, state and local regulations.
7. Conduct observations and assessments of learning environments and teacher-child interactions including but not limited to CLASS, ITRS, ECRS, HOVRS, and PITC.
8. Consult with and support Center Directors and Site Supervisors in monitoring staff professional development, and in implementing continuous improvements plans and strategies.
9. Review CDS staff transcripts and certification of professional development hours to ensure alignment with and progress towards meeting qualifications for obtaining permits in accordance with the California Department of Education's Child Development Permit Matrix.
10. Provide support to CDS staff in creating meaningful individual professional development goals and in securing training opportunities that support the development of skills that will provide children with learning experiences that best support them in meeting their individual school readiness goals.
11. Assist program management in developing strategies that support a data driven approach to assessing the coordination and quality of services and in providing targeted training and intensive coaching.
12. Support and promote the agency and program mission and philosophy within the agency, program and community, including following the agency and program lines of communication.
13. Work with, contribute to, and serve as a member of a multi-disciplinary team by encouraging and facilitating problem solving strategies; accepting supervision, and working closely with direct service staff, program management, agency administration, community partners, coaches and consultants to ensure high-quality services and implementation of best practices.
14. Assist in ensuring compliance with emergency health and safety policies, procedures and protocols (including but not limited to COVID-19 response services).

Knowledge, Skills, and Experience

- Minimum of five years of experience working in a childcare setting.
- Head Start/Early Head Start or experience in early child care setting preferred.
- BA Degree in Early Childhood/Human Development or related field required.
- Master Teacher or Site Supervisor Child Development Permit required
- CLASS certification required, Practice Based Coaching (BBC) training preferred
- Experience working with ChildPlus data systems preferred.
- Ability and desire to work as part of a team in a culturally diverse environment.
- Positive, professional and courteous work demeanor.
- Second language skills are desirable.
- Must be at least 18 years of age.

Compensation & Benefits

Classification:	Non-Exempt : Hourly
Hours:	40 Weekly including a paid ½ hour lunch
Paid Holidays:	Up to 11+ Days/Year depending on schedule and FTE
Vacation Accrual Rate:	9.23% (Approximately 24 days per year for full-time position.)
Sick Leave Accrual Rate:	4.62% (Approximately 12 days per year for full-time position.)
Health Benefits:	Medical & Dental Insurance Coverage
Professional Development:	Training & Professional Growth & Development opportunities.
Optional Savings Plans:	Section 125 and 403b Retirement
Starting Range:	\$26.00 - \$26.65 (Depending on degree and years of experience)

Equal Opportunity Employment

Alameda Family Services does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.