



# Professional Development Coordinator

Date: 09/2021

**Reports to:** Assistant Director of Early Childhood Services Systems  
**Classification:** Exempt

**Department:** Early Childhood Services  
**Status:** Full-time

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## POSITION SUMMARY:

The Professional Development Coordinator is responsible for coordinating, developing, and providing professional development events, conferences, and training services to ensure each staff's professional development plan meets requirements established by the Office of Head Start, Kansas Child Care Licensing, Funders, and the Agency, which include, but not limited to, face to face events, on-line course offerings, and networks. Ability to obtain required certifications, educational levels, skills, and knowledge to provide instruction and trainings needed to meet program requirements. Possesses and utilizes effective interpersonal skills which promotes a positive and productive work culture for all staff. Ability to work effectively and positively with community partners, local higher education institutions, contracted trainers/presenters to ensure a positive reflection on SEK-CAP as an agency.

## ESSENTIAL FUNCTION:

- Provide training on a variety of topics and key competencies related to the comprehensive services delivered by SEK-CAP.
- Develop and provide education opportunities for staff and program participants according to their interests and goals.
- Works collaboratively with the Human Resources Manager to provide initial orientation and follow up to new staff.
- Coordinate with management staff to ensure the development and progress of individualized professional development plans.
- Coordinate annual preservice and full staff training events.
- Identify the key early childhood competencies for each position within early childhood programming.
- Serves as the lead for the Professional Development Committee and annual training plan. Responsible to develop the Annual Training Plan and submit to the Director and Assistant Directors for approval.
- Responsible for supporting the hiring process by reviewing official transcripts submitted by applicants to determine if education requirements meet the mandates for funders and licensing regulations.
- Advise and ensure completion of the Child Development Associate (CDA) process from onset, to completion, to recertification, meeting the established timelines for completions.
- Ensure effective communication to the person seeking higher education, supervisors, managers, and Directors, regarding the progress of achieving the established expectations.
- Participate in all areas of the data management cycle including timely collection, data entry, analyzing, reporting, and using the data for planning the needs for professional development.
- Utilize and refine professional development tracking system.
- Track results of internal and external training events and higher education classes.
- Responsible for the on-going monitoring and evaluation of all professional development data and to provide reports of progress or regression to supervisors, Assistant Directors of Early Childhood, and Director of Early Childhood services
- A member of the Early Childhood Management Team.
- Ensure goals and objectives are developed, implemented, tracked and reported on per the Training and Technical Assistance Plan.
- Have knowledge of community-based education opportunities.
- Provide guidance and support for staff or participants in attaining higher education.

- Register staff for training and conferences.
- Ensure internal and external training opportunities are entered into the established professional development calendar.
- Provide leadership, which promotes harmony with the agency's strategic priorities and organizational values.
- Develop and maintain effective working relationships with community partners.
- Ability to organize large training events/ mini conferences.
- Ensure the development of training regarding Program Performance Standards and the completion of the training.
- Model respect and support of cultural differences and diverse family structures.
- Attend trainings and staff meetings.
- Ability to learn, adapt, and flexible to change.
- Responsible for reporting any suspected abuse or neglect to appropriate authority.
- Promote SEK-CAP, Inc. in our service area.
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers, staff, and partners.
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

#### **EDUCATION AND QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood Education or related field.
- Experienced trainer
- Eligible to train for KDHE
- Submit to and pass a background check
- Possess current, valid driver's license and meet agency insurance underwriting guidelines
- Submit to and pass a standard drug screen test
- Successfully complete a physical exam, TB skin test, and be fully vaccinated for COVID-19 before beginning employment

#### **KNOWLEDGE AND EXPERIENCE:**

##### Essential:

- Ability to develop and deliver training.
- Ability to utilize the most up to date methods of training, including, but not limited to, web-based options.
- Ability to independently set up technology for training events.
- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to communicate effectively and clearly both orally and in writing.

##### Desired:

- Previous experience as a trainer in a wide variety of topics
- Familiar with theories and principles of child development and early childhood education services
- Committed to the concept of helping children and families to become self-sufficient
- Familiar with area training/education resources and services
- Resourceful and well-organized self-starter, needing minimal supervision
- Knowledge and understanding of Head Start Performance Standards, and state and federal regulations relevant to the Head Start Program 0-5

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate
- Travel within agency area with occasional out of area trips for training
- Ability to work unconventional business hours

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date