JOB DESCRIPTION

POSITION: Professional Development Specialist (Seattle or 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:

- Organize the menu of quarterly professional development offerings, other events or conferences 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
- Support recruitment and on-boarding process for new trainer consultants into the trainer pool
- Provide technical assistance (walk-ins, on the phone, via emails) to programs and providers in accessing professional development opportunities.
- Communicate with and coordinate contracted trainers; Manage and rectify trainer/traineed issues
- Coordinate the quarterly PD newsletter
- 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.

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 and vacation benefits provided

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