



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	945637004	Last Revised:	11/01/2017
Position Title:	Professional Development Coordinator	Department:	Qualla Boundary Head Start and Early Head Start
Reports to:	Operations Manager	Division:	Public Health and Human Services

Primary Function: Assures compliance with all Head Start performance standards as they pertain to infant/ toddler and preschool education services and training for all program staff. Provides support guidance, tracking, scheduling and training to teaching staff.

- Job Duties and Responsibilities:**
- Mobilizes community resources, both local and out of town, for providing training services to all program staff.
 - Provides training for teaching staff to ensure appropriate materials, equipment, etc., are made available for all program activities.
 - Provides strategies for educational activities and parent activities in program and home based activities.
 - Provides clerical support for this department as needed.
 - Maintains proper documentation, tracking and records training for all program staff as well as teaching staff.
 - Maintains updated education tracking for all teaching staff and their degree status. Supports other program staff and records all educational credit, training hours etc. for the total program.
 - Assists staff with curriculum planning.
 - Participates in Community Assessment Plan in regards to education and what sources, resources both locally and out of town are available for the community.
 - Assumes managerial responsibilities as assigned.
 - Teaches and facilitates CDA classes ongoing, annually.
 - Assists at the front desks and in the classrooms as needed.
 - Attends monthly education meetings to strengthen services, offer support to all teaching staff in the program.
 - Performs duties according to established safety procedures and tribal policy.
 - Tracks all staff training and education using the Head Start Family Information System, data tracking systems.
 - Submit updated reports on a quarterly basis projecting training requests and teaching staff identified training needs.
 - Coordinates, plans, and recruits trainers for the program with a focus on strengthening the Head Start Outcomes for preschoolers as well as identified training needs of infant/toddler teaching staff.
 - Provides ongoing training to the teaching staff in small/large group settings.
 - Serves as a bus monitor.
 - Must understand the program history of Qualla Boundary Head Start and Early Head Start and Head Start.
 - Must have CPR/First Aid as required by State Regulations.
 - Must have an annual physical.

Education /Experience:	<ul style="list-style-type: none"> ➤ Bachelor degree in Early Childhood Education is required or related degree. ➤ Must have a minimum of four years of experience in an early childhood setting. ➤ Valid NC Driver's License required. Six to nine months in the job is required to become proficient in most phases of the job.
Job Knowledge:	<p>Must possess a thorough understanding of the EHS/HS program, North Carolina state daycare licensing policies. Must be able to recognize normal child development and detect delays in infants and toddlers. Must have good communication skills, both written and verbal. Must be familiar with community agencies and education and training services for program staff. Must be able to maintain records and files, collate and compile data, and prepare reports. Must obtain CPR and First Aid certification and keep certificates updated. Must obtain infant/toddler training certifications and Community Level Touch points training. Must have computer skills and specified software applications.</p>
Contact with Others:	<p>Interacts with all workers within department, families, community groups, service providers, government agencies, tribal officials, and regional agencies exchanging information and coordinating services. Contacts must be maintained with courtesy and respect and in a professional manner.</p>
Confidential Data:	<p>Has access to personal family information, which is considered highly confidential. Must adhere to all applicable tribal confidentiality policies and procedures.</p>
Environment:	<p>Work is performed in either the office or a classroom setting, with some traveling to individual homes. There is some exposure to weather conditions; usually inclement weather can be avoided. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.</p>
Extent of Supervision:	<p>Has supervisory responsibility for HS/EHS Education Curriculum and assigned personnel. Duties include assisting in the preparation and administration of staff selection, motivation, training, evaluating, and termination of employees; and development of long range goals and objectives.</p>
Scope of Supervision:	<p>Directly oversees two employees and five others in the absence of the Education Curriculum Manager.</p>
Responsibility for Accuracy:	<p>Position requires a high degree of accuracy. Failure to follow all applicable and state child care licensing teacher training hours could result in the program being put in noncompliance status.</p>
Resourcefulness & Initiative:	<p>Has latitude for daily operations and coordinating the flow of work within the assigned area. Job duties require planning, organization, and scheduling several activities concurrently; problem solving; and analysis of circumstances and data to develop appropriate actions. A portion of the work follows established guidelines and must follow set criteria.</p>