



Eastern Band of Cherokee Indians

PROFESSIONAL DEVELOPMENT SPECIALIST

Position Description

Program:	Qualla Boundary Early Head & Head Start	Reports to:	Manager - Education
Division:	Public Health & Human Services	Position Number:	945637503
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	11	Safety Sensitive:	No
PERFORMANCE EXPECTATIONS			

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Assures compliance with all training Head Start Performance Standards,-Tribal policies, Public Health and Human Services' Regulatory and Compliance 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.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Mobilizes community resources, both local and out of town, for providing training services to all program staff.
- Creates and manages annual training budget flexibly adjusting to additional grants and fund shortages.
- Promotes Cherokee Language and culture.
- Provides training for teaching staff to ensure appropriate materials, equipment, etc., are made available for all program activities.
- Provides strategies for educational 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.
- Supports staff in achieving higher education degrees.
- Support staff in applying for FAFSA and Tribal Higher Education.
- Contributes in shaping organizational culture.
- Train on and guide programmatic adherence to the Head Start Early Learning Outcomes Framework.
- Promote school readiness and program goals.
- Participates in Community Assessment Plan in regard to education and what sources, resources both locally and out of town are available for the community.
- Performs annual Self-Assessment of Professional Development and training.
- 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 Child Plus data tracking systems.

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- 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 all 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.
- Corresponds and implements OHS and T/TA directives.
- Must complete an annual physical.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Three (3) years of related experience required. Experience in an early childhood setting.
Education:	Bachelor's Degree in related field required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Proof of vaccination status is required by Head Start Performance standards. All Head Start and Early Head Start staff are required to be fully vaccinated by January 31, 2022.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must possess a thorough understanding of the EHS/HS program, Head Start Program Performance Standards, Caring for Our Children, and Tribal Public Health and Human Services Regulatory and Compliance Department 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 maintain CPR/First Aid certification.
- Must obtain infant/toddler training certifications.
- Must have computer skills and specified software applications.
- Must complete an annual physical.
- Six (6) to nine (9) months in the job is required to become proficient in most phases of the job.

Safety/Accuracy Focus:

Position requires a high degree of accuracy. Failure to follow all applicable licensing teacher training hours could result in the program being put in noncompliance status.

Key Relationships:

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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

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Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to personal family information, which is considered highly confidential. Must adhere to all applicable Tribal confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Work is performed in either the office or a classroom setting. There is some exposure to weather conditions; usually inclement weather can be avoided.

Mental/Visual/Physical Effort: Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Must complete an annual physical.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Professional Development Specialist** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date