

COMMUNITY ACTION OF SOUTHEAST IOWA

JOB DESCRIPTION

Job Title: Professional Development Coordinator
Department: Head Start / Early Head Start
Reports to: Head Start Program Director

Summary: Responsible for collection, monitoring, and synchronization of information collected by the program and synthesizing data into reports given to Program Director. Responsible for tracking employee professional development staff education, and assisting employees in accessing educational courses and credentials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Act as Child Plus lead for the program.
3. Assist staff with using Child Plus.
4. Monitor Child Plus data for completion and accuracy including PIR data.
5. Collect data, and access progress on program goals, and synthesize assessment information for grant reporting and development.
6. Assist Program Director with the development of Federal Grants.
7. Assist in completing annual inventory. Add and remove materials, equipment, and other program property, as appropriate.
8. Coordinate collection, entry, and submission of IQ4K documentation for designation application.
9. Maintain employee enrollment in the Iowa training registry (iPower) database.
10. Ensure the child outcomes data (DRDP) is accurate and complete.
11. Monitor, synthesize, and report child outcomes (DRDP) and program information in Child Plus.
12. Synthesize data and develop oral and written reports to submit to Program Director, for evaluation purposes, the Policy Council, Board of Directors, and funding sources as needed.
13. Identify pertinent educational opportunities for staff and assist staff through the enrollment process.
14. Assist with compiling data for annual reports to the public.
15. Track employee professional development plans, education status, and credentials.
16. Assist employees in identifying and accessing education courses and credentials.
17. Monitor and support employees' credentialing progress, give feedback to employees, and report progress to the Director.
18. Coordinate, mentor, and assist staff with the Child Development Associate (CDA) certification process.
19. Facilitate employee participation in professional advancement opportunities through TEACH and WAGE\$ programs.
20. Monitor and facilitate employee initial and ongoing training (i.e. ISU Moodle)
21. Coordinate ongoing staff development and training for the Head Start program.
22. Coordinate the onboarding process for new staff.
23. Arrange for facilities and logistics of Pre-Service and In-Service trainings.
24. Participate in training events and meetings as requested by the Head Start Director.
25. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission, and goals.
26. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Preferred Bachelor's Degree (B.A. /B.S.) from a four-year college or university or have a B.A. /B.S. in another field with coursework equivalent to an Education Coordinator. The Coordinator will offer assistance to staff in the interpretation and implementation of data in a Head Start classroom. Mastery experience in the use of ChildPlus is required.

COMPUTER SKILLS: Proficient in Windows, Microsoft Office Products, Excel, e-mail and internet; ability to learn Head Start specific software.

LANGUAGE SKILLS: Ability to read, analyze and interpret general technical manuals. Ability to write reports and business correspondence. Employee must also have ability to communicate effectively both verbally and in writing.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts and percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must be able to interpret the information included in these concepts to others in a rational and understandable manner.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER REQUIREMENTS: Must be able to travel throughout the four-county service area regularly and travel occasionally state and nationwide. Must have a valid driver's license, access to a vehicle and be insurable. Before employment, and every three years thereafter, the employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to a working telephone and must keep Central Office informed of the current telephone number.

PHYSICAL DEMANDS: The physical demands 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 essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear; to stand, walk and sit. The employee is occasionally required to reach with hands and/or arms; climb or balance; stoop, kneel and crouch. The employee may occasionally lift and/or move objects up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Specific hearing abilities required are good hearing to enable answering of phone with noise in the background. Also, the employee must have easily understood speech and a pleasant speaking voice.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate. The employee may occasionally work evenings and/or weekends. Employee may travel in inclement weather.

Established: 03/2023
Revised 10/2024

Reviewed by: Sheri Wilson, Executive Director Date: _____

Signature: _____ Date: _____