

Professional Development Coordinator Job Posting

Community Coordinated Child Care (4-C) is a non-profit organization that develops a comprehensive approach to coordinating child care services in the local community. For 50 years, 4-C has supported and enhanced child care and continues its tradition of supporting families by coordinating a vision of a high-quality early childhood care system available to all children and families.

Our agency is looking for a Professional Development Coordinator, a credentialed Trainer, who will develop and conduct training sessions to support the professional development of child care providers and others interested in early child development and the child care system. Must have the ability to travel to meetings and training sessions and must be able to accommodate a full time, flexible work schedule. Pay range \$20 - \$21 an hour.

ESSENTIAL DUTIES:

1. Plan, develop, coordinate, implement, and evaluate training programs and services.
2. Apply principles of adult learning.
3. Develop and utilize a variety of training delivery strategies.
4. Manage group dynamics.
5. Develop and conduct learning activities in specific content areas or practice specialties.
6. Maintain current knowledge of Kentucky's early childhood system including: licensing and certification regulations, QRIS system, and Early Childhood Standards.
7. Maintain current knowledge of national early childhood accreditations: NAEYC and CDA requirements.
8. Use technology to enhance learning.
9. Develop constructive and cooperative working relationships with others and maintain them over time.
10. Think creatively: develop, design, or create new applications, ideas, relationships, systems or products.
11. Provide CDA coursework and other specialized professional development workshop as funding/opportunities arise.
12. Generate grant reports and project summaries in a timely manner.
13. Compile client survey data and provide analysis.
14. Various other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND EDUCATIONAL REQUIREMENTS:

A Bachelor of Arts in Childhood Education, Child Development, or related field.

At least 3-5 years of experience in the early childhood field or equivalent experience working with families and children.

Current KY Trainer's Credential at a Level 4 minimum.

Experience in CDA instruction and portfolio development preferred.

Bilingual (English & Spanish) skills preferred.