

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>PROFESSIONAL DEVELOPMENT COORDINATOR</b>	
<b>Supervisor: CCR&amp;R Director</b>	<b>Subordinates: None</b>
<b>Classification: Coordinator IV</b>	<b>Exempt Status: Exempt</b>
<b>Terms of Employment: Regular Full Time</b>	

**Job Goal:** To provide quality referrals to parents looking for child care and to provide training and technical assistance to child care providers in Umatilla and Morrow counties. Coordinate professional development for staff agency wide.

**Responsibilities:**

1. Parent/Provider Consulting
  - a. Provide information/assistance regarding child care in the community to parents upon request.
  - b. Utilize NACCRRAware to provide parents with child care referrals upon request.
  - c. Provide consumer education to parents regarding choosing/demanding quality child care.
  - d. Maintain necessary record keeping of parent/provider calls by logging calls, entering requests in the database of NACCRRAware, and completing correspondence with the parent/provider regarding any referrals made.
  - e. Verify availability of childcare slot when referring DHS clients to providers.
  - f. Handle related correspondence and written reports as requested.
  - g. Assist with publicity/media coverage regarding services to providers and parents.
  - h. Maintain Lending Library.
  - i. Enroll providers, and enter information into NACCRRAware database.
  - j. Complete regular updates on provider files.
  - k. Provide training and technical assistance to child care providers to meet child care regulations through one-on-one or group sessions.
  - l. Act as the Professional Development Mentor.
  - m. Represent CCR&R at local community meetings as designated by supervisor.
  - n. Prepare and submit to the CCR&R Director a monthly report of activities.
2. Professional Development Coordination
  - a. Develop the annual staff training plan utilizing input from the administrative team, training committee, and staff development committee.
  - b. Develop and maintain monthly training calendars that encompass all trainings provided to staff and clients and post them on the UMCHS website.
  - c. Assist, when needed, with locating space and obtaining audio visual equipment.
  - d. Maintain UMCHS resource library.
  - e. Be an active member of both the training and the curriculum committees.
  - f. Research training materials, curriculum
  - g. Provide training to staff as requested.

**Qualifications:**

1. Bachelor degree in Education, Early Childhood Education, Child Development or related field and two years experience working in a human/social services field.
2. Two years secretarial/computer experience
3. Current physical examination and TB screen documentation upon hire
4. Current CPR/First Aid cards
5. Adequate means of transportation
6. Ability to keep accurate records
7. Ability and desire to effectively work with low-income children and their families

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.\* Keep current and accurate records.
- 5.\* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.\* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.\* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.\* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Comprehend, analyze, and make inferences and references from written material.
3. Fluent in English both verbally and written.
4. Perform physical inventory of equipment and/or supplies.
5. Make precise arm-hand positioning movements and maintain static arm-hand positions.
6. Ability to use computer and word processing software program, multi-lined telephone system, and copier.
7. Sort; alphabetize documents, records and/or files.
8. Daily use of CTR screen.
9. Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
10. Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*

UMCHS/RVS 03/09/2010 CCR&R Parent Provider Consultant.wpd