

Professional Development Specialist Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Professional Development Specialist provides training, services, and support to early educators with individual career advancement and enhancement of skills to improve the quality of their program around environments, child and family well-being, and program operations.

1. Provide professional development training to early educators around a variety of early care and education topics.
2. Provide on and off-site consultation to early care and education programs throughout Southcentral Alaska.
3. Support early educators in obtaining a Child Development Associate (CDA) credential through from the Council for Professional Recognition.
4. Perform on-site assessment of environment and operations as requested by providers using a formal assessment tool.
5. Gather, input and maintain program data for grant proposals and reports through database systems and spreadsheets.
6. Help caregivers accommodate children, family members, and staff with special needs in the child care setting.
7. Provide support services and community resource referrals to parents and early educators via **thread** line.
8. Support family and center based programs working through the National Association for the Education of Young Children (NAEYC) and National Association for Family Child Care (NAFCC) accreditation process.
9. Provide support and education to community agencies with regards to early childhood development and **thread** services.
10. Other duties as assigned.

Qualifications:

1. BA/BS required, MA/MS preferred, in child development, education, health education, social work or related field.
2. Previous experience conducting program evaluations using outcome measures and reporting results required.
3. Current driver's license required, Alaska driver's license preferred.
4. References and valid identification required.
5. Must pass background check.

Key Competencies:

1. Knowledge of early care and education, inclusive child care, children's health and social services and community resources.
2. Knowledge of child development, early care and education best practices and effective consultation and training models.
3. Knowledge of adult education practices and previous experience training and consulting; comfortable with public speaking.
4. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community.
5. Ability to become inter-rater reliable on a variety of assessment tools within 1 year.
6. Ability to use database systems and general office programs including Microsoft Word, Excel, Access, PowerPoint and Outlook.
7. Ability to travel to meet job requirements, including travel to rural communities via small planes (generally 1-4 times per year).
8. Ability to work a varied schedule based on training and consultation needs, including evenings and weekends as required.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm, occasional evenings and weekends required each month (generally 2 to 5 times).

Location: 3350 Commercial Dr. Ste 203 Anchorage, AK 99501

Position Type: Full Time, 40 hours/week

Classification: Exempt, Permanent

Supervisor: Director of Professional Development

Supervises: None

Hiring Range: \$47,000/yr - \$52,000/yr

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, Medical, Dental, Vision, Life, and EAP. All premiums covered 100% for employee's health, dental, vision, life, and EAP. Free **thread** services

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with "Professional Development Specialist" in the subject line.
Open until filled.

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