

## ThriveAlaska Job Description

**Title:** *thread* Professional Development Specialist  
**Status:** Full time, Full Year, Non-Exempt from Overtime  
**Reports To:** Assistant Director  
**Wage:** DOEE Range \$19.29 - \$21.22

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### Position Summary:

*thread* Resource & Referral provides services to families and early childhood educators throughout the interior and northern regions of Alaska. The Professional Development Specialist works with early childhood educators through mentoring, advising, training, and development. The Professional Development Specialist is responsible for planning and implementing training for local and regional early childhood educators based on assessments and communicated needs. Duties includes 1:1 mentoring/coaching and program assessments. These duties are throughout the region and include travel to local and rural communities.

### Knowledge, Skills, and Abilities Required:

#### EDUCATION & EXPERIENCE

##### Minimum Requirements:

1. AA in Early Childhood
2. 3 years' experience in early childhood facilities
3. Experience, understanding or knowledge of early childhood or environmental rating assessments, such as ERS or CLASS, observations and providing feedback

##### Preferred Requirements:

1. BA in Early Childhood
2. Experience in adult education and professional development
3. Knowledge of Quality Rating/Recognition Systems, experience is a plus
4. Bilingual (Spanish/English)

#### SKILLS & ABILITIES

1. Ability to meet adult education needs of a diverse population taking into account the different adult learning styles.
2. Ability to provide adult education.
3. Ability to create and implement curriculum on a variety of early childhood subjects.
4. Ability to assess professional development needs and to mentor and guide early childhood educators.
5. Ability to create, develop, track and follow through with new projects.
6. Strong organizational skills with ability to set up projects, track progress and paperwork, document requirements etc, for developed projects.
7. Possess excellent written and oral communication skills.
8. Possess excellent computer skills and have ability to learn new programs.

9. Ability to operate general office equipment.
10. Strong telephone communication skills and etiquette.

### **Principal Duties and Responsibilities:**

#### **CHILD, FAMILY, AND PROVIDERS SERVICES**

1. Provide adult education and professional development experiences to early childhood educators in a variety of programs.
2. Create adult education curriculum as appropriate based on consumer needs.
3. Provide mentoring and guidance to early childhood educators on special projects and as requested.
4. Provide mentoring for early childhood educators directly in classrooms providing supervised educational settings for children when appropriate.
5. Promote social, emotional, physical, and cognitive development of children.
6. Advocate for successful child and family development experiences.
7. Communicate with children, family members, community members, and providers with respect and honor.
8. Whenever possible, assist children and families.
9. Support early childhood educators, child and family development goals.
10. Plan professional development trainings in community and region wide for childcare providers after assessing need of early childhood educators.
11. Track enrollments for workshops
12. Evaluation/attendance of training/workshops.
13. Coordinate rural trainings.
14. Plan and implement quality enhancement incentive programs for early childhood educators based on community needs for improved care.
15. Travel to rural communities to deliver training and assess needs that may include but are not limited to: Utquiagvik, Delta, Healy, Nome, Kotzebue, North Pole, Pt. Hope, Tok and other villages and communities as needed.

#### **BUDGET & FISCAL**

1. Continually seek out and process in-kind opportunities to include services and supplies.
2. Follow procurement and accounting procedures.
3. Actively seek out ways to reduce program cost whenever possible.
4. Report all suspected fraud activities.
5. Maintain records of mini-grants, incentives, receipts as appropriate for projects that include funding to providers.

#### **SUPERVISION & Training**

1. Participate in developing and accomplishing staff development goals.
2. Meet and actively pursue the minimum yearly training required for your position.
3. Support program Director in attainment of program goals and mission.

#### **COMMUNITY PARTNERSHIPS**

1. Actively seek out partnerships with community members and agencies to enhance program services and resources.
2. Enthusiastically promote Thrivalaska programs.

## PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council, and advisory groups.
2. Follow the chain of communication.

## PROGRAM DESIGN & MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Participate during program self-assessment and evaluation processes.
3. Participate during Thrivalaska community assessment activities.
4. Support, implement, and participate in program goal setting process to include strategic planning.
5. Compliance with all Thrivalaska policies, procedures and guidelines, Resource & Referral Grant Scope of Work, and Uniform Grant Guidance.
6. General office duties may include typing, correspondence, record keeping, filing, copying, faxing, and reporting on projects.
7. Participation in monthly, quarterly, yearly program and state reports.

## PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals of Thrivalaska "Helping Children Thrive."
2. Promote teamwork concept in relationship and strength-based organization.
3. Promote a positive work environment.
4. Project professionalism in conducting activities.
5. Provide outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable, and able to adjust to a variety of change and situations.
7. Follow all guidelines and procedures on confidentiality.
8. Knowledge and training in developmentally appropriate practice, quality childcare and adult education.
9. Exhibit qualities of a lifelong learner by attending conferences, trainings and reading current literature in early childhood education and adult training.
10. Observe good housekeeping and safety practices, maintain cleanliness and orderliness.
11. Can be relied on regarding task completion and follow up.
12. Use logical and sound judgment, apply common sense.
13. Make timely decisions and maintains composure under trying circumstances.
14. Enhance job growth through continuing education, (20 hours annually) as required or necessary.
15. Promote quality, accuracy, timeliness, reliability, and thoroughness of work performed.
16. Is punctual and reliable.

## **Physical Requirements & Working Conditions:**

### WORK LOCATION

1. **thread**, 1908 Old Pioneer Way
2. Programs, on-site locations, public venues, locally and in rural communities.

### WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol, and tobacco free workplace.
2. Some exposure to communicable diseases.
3. Noise level in work environment may be moderate to loud.
4. Must be available for variety of evenings, weekend meetings, and social events.

5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences, meetings, trainings or providing training/mentoring. Some out of state and overnight travel will be required.

#### PHYSICAL REQUIREMENTS

1. Review and sign the Thralaska Physical Job Description upon hire and annually.

#### EQUIPMENT USED

1. Computer, tablet and laptop
2. Copy machine
3. Calculator
4. Telephone
5. Fax machine
6. Power point, smart board equipment
7. Credit card machine

#### **Acknowledgment:**

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a "living document" updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, identify performance measures and potential training tools.

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Employee Signature

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Date

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Printed Name