



Job Description Professional Development Coordinator

Hours: 10-15 hours per week

TLC Development Centers' Professional Development Coordinator is responsible for the coordination of our educators' Professional Development Plans including annual progress of continuing education.

The duties of the Professional Development Coordinator include, but are not limited to, the following:

- Work closely with each Program Director/upper management to provide professional and career development information to educators.
- Keep individual training logs up to date at all times
 - Ensure that any required training for their specific job title is obtained as required by ECECD Regs. (Infant/Toddler, 45 hour, CPR, etc)
 - Ensure required FOCUS classes are on track to be completed
- Develop, implement, and maintain a system for tracking all college courses taken by each educator - organized by center - to be updated each semester. System should track:
 - Educator's name, position, date of hire
 - College courses completed (with grades)
 - College courses in progress / dropped - verify refund of payment for any dropped courses. Dropped without refund will result in educator being charged except in extreme circumstances.
 - Books - out/returned
- Collaborate with stakeholders to refine and implement new:
 - PDP
 - Training hours policy
 - Evaluation processes
- Receiving, reviewing, and approving/disapproving submitted Professional Development Plans from educators with the assistance of center directors and/or upper management.

- Confirming and documenting the successful or unsuccessful completion of the individual training logs for each anniversary year.
 - Posting earned benefit pay as appropriate.
- Inform center directors **monthly** of educators who are lacking requirements and provide dates of upcoming FOCUS classes for those individuals.
- Providing resources for professional development activities.
- Foster professional relationships with FOCUS TTAP and CNM personnel to provide more professional development opportunities for TLC Development Centers' educators.
- Manage professional development resources (including purchasing books and supplies, maintaining accurate records, and submitting receipts for expenses).
- Ensuring compliance by all educators with all FOCUS and ECECD Licensing requirements pertaining to the professional development program.
- Keeping the professional development programs and workshops dynamic and rigorous, which includes an annual needs survey and an annual evaluation of the effectiveness of the programs and workshops.
- Publishing occasional Facebook posts during the year announcing and highlighting professional development activities and congratulating achievements.
- Presenting the Company's approach to professional development programs to the Governing Boards, to other Community Groups, and to regulatory agencies, while also gathering information and ideas from them.
- Co-chairing and assisting in the coordination, planning, and implementation of all orientation days for staff members.
 - Ensuring all New Hire paperwork is complete
 - Assemble employee file and upload to Procure and server
 - Assist with reference verification as needed
- Maintaining accurate records on the description, type and number of professional development activities scheduled and the number of employees participating in these activities.
- Ensuring all needed documentation is uploaded to Procure and server

Required Knowledge, Skills and Abilities:

- Proven ability to engage staff, bridge differences through dialogue, and promote cultural competence across all centers
- Ability to make compromises and revise strategies that aren't working
- Demonstrate ability to accept and learn from failures and move forward with a positive attitude and enthusiasm
- Demonstrate ability to facilitate partnerships and mobilize directors to build and sustain a collaborative, supportive and inclusive culture
- Excellent communication, both verbal and written, and interpersonal skills
- Highly organized with exquisite attention to detail

Performance Measures:

- Feedback from center directors and educators will be primary
- Timely implementation of new policies and tracking systems
- Accuracy and availability of all required documentation
- Adhering to budget

Hours:

- 10-15 hours per week
- Daily/ weekly schedule determined by availability/needs of center staff

Salary:

- Base salary of \$500 semi-monthly
- Performance Bonuses possible when companywide bonuses issued (based upon budget availability)
- Annual increases possible based on performance measures and budget availability

I, _____, have read, and I understand my job description here at TLC Development Centers.

Employee Signature _____ Date: _____

CFO Signature _____ Date: _____