

Professional Development Manager 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 Manager is responsible for supporting **thread's** statewide work to increase the quality of early childhood education programs and educators by providing training, education, technical assistance, consultation, and funding through supervision of staff, oversight of teams, and project management. This includes the following:

1. Lead a statewide team to ensure consistent implementation of professional development **thread** services to early childhood programs and educators through team goals, policies and procedures, work plans, work groups, etc.
2. Manage teamwork flow, roles and responsibilities, documentation, data management, and forms to meet objectives set by agency management.
3. Oversee and support statewide team communication, strategic planning, data analysis, and performance measures.
4. Oversee the development and implementation of policies and procedures for quality assurance.
5. Oversee all grant activity as assigned. Provide accurate grant/program data and budget oversight as assigned.
6. Supervise and train staff, as assigned, using a strength based and reflective approach both in person and virtually.
7. Provide team leadership and direct services to parents, providers, and the community as needed.
8. Liaison and facilitate communication between all **thread** directors/managers/team leads to align agency goals and services.
9. Liaison with stakeholders to support the early childhood field through education, training, technical assistance, consultation, and coaching.
10. Ensure all assigned staff are trained and knowledgeable on **thread's** culture, database, and agency tools and resources.
11. Occasional in-state and out of state travel, sometimes in small aircraft, is required.
12. The specific work a Professional Development Manager could oversee and/or conduct includes, but is not limited to:
 - Oversee and manage **thread** services to early childhood programs and families to include Alaska IN! and Program/Classroom/Individual Child Consultation.
 - Oversee projects which impact the professional development of early educators.
 - Oversee and coordinate **thread** training and educational opportunities to advance the professional development for early educators statewide.
 - Oversee and manage **thread's** calendar for trainings including internal and contract trainers.
 - Recruit, train, and support a statewide pool of qualified trainers and training organizations.
 - Oversee and manage quality initiatives to early childhood programs.
 - Develop, implement, and oversee **thread's** professional development fee-based services.
 - Oversee and implement projects aimed to improve quality for specialized groups, populations, and those new to the field.
 - Implement and train staff on best practices related to technology to deliver training.
 - Other duties as assigned.

Qualifications:

1. BA required, MA/MS preferred, in education, human services, mental health, psychology, infant learning, social work, or related field.
2. Prior experience with project management and program development including program evaluations, creating, and using outcome measures and reporting results required.
3. Prior experience in adult education required.

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4. Prior professional experience in an early childhood setting preferred.
5. Prior experience in coaching, consultation and training preferred.
6. Knowledge and prior work with children who experience special needs.
7. Previous experience supervising staff and/or volunteers required both in-person, virtually/remotely.
8. Prior experience with technical writing and grants and contracts management preferred.
9. Effective communication skills.
10. Current driver's license required; Alaska driver's license preferred.
11. Must pass background check and provide references and valid identification.

Key Competencies:

1. Passion and commitment to **thread's** mission and the importance of early childhood.
2. Flexibility and adaptability as organizational needs change.
3. Strong interpersonal and leadership skills required.
4. Strong analytical skills and attention to detail.
5. Knowledge of early care and education best practices, child development, and community resources to support children and their families.
6. Ability to work and communicate effectively with a diverse group of staff, clients, and partners in a variety of settings to achieve goals.
7. Ability to use database systems such as Salesforce and general office programs such as Microsoft Word, Excel, Access, PowerPoint, Outlook, Adobe, etc.
8. Ability to work a varied schedule as needed to meet performance measures
9. Ability to use multiple communication and program management tools such as: Google Docs, Smartsheet, Quip, Microsoft Teams, Zoom, etc.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm, other hours as needed.

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

Position Type: Full Time, 40 hours/week

Classification: Exempt, Permanent

Supervisor: Professional Development Director

Compensation: \$62,000 - \$70,000 annual salary

Supervises: Professional Development Specialists, and other staff as assigned.

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes HSA), Dental, Vision and Life. All premiums covered 100% for employee's health, dental, vision and life. Free **thread** services.

Updated 04.2022