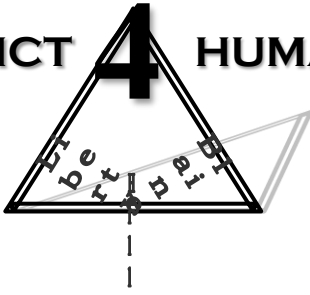


DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



2229 FIFTH AVE., HAVRE, MT 59501
PHONE: (406) 265-6743 FAX: (406) 265-1312

APPLICATION COVER SHEET

Job Title: Professional Development Specialist/Coach

Wage: \$18.11 per hour

Hours: 40 hours per week, 52 weeks per year

APPLICATION DEADLINE: 5pm, Monday, October 19, 2020

PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. SIGNED JOB DESCRIPTION
4. COMPLETED HRDC 4 APPLICATION TO INCLUDE APPLICATION COVER SHEET

POSITION SUMMARY: Performs a variety of administrative tasks in coordinating professional development materials and activities. Responsible for coordinating, planning, developing and presenting professional development opportunities.

MAJOR RESPONSIBILITIES:

1. Provide professional development services to early childhood professionals including training, Child Development Associate (CDA) support and verification, technical assistance, consultation and coaching around a variety of early care and education topics.
2. Create, implement and facilitate professional development training following principles of adult learning best practices including in-person and distance delivery.
3. Support early childhood educators in work toward and obtaining a Child Development Associate (CDA) credential through the Council for Professional Recognition.
4. Attend trainings as required to create trainings for NMCDC staff members
5. Support educators using the Practice-Based Coaching model, training in Practice Based Coaching will be provided

ADDITIONAL RESPONSIBILITIES:

1. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
2. Help in other areas such as teacher assistant, kitchen, transportation, etc. as needed
3. Provide professional development opportunities following the Head Start Performance Standards, Head Start Act, Montana Child Care Licensing, and STARS to Quality
4. Support early childhood educators and, at times, families to accommodate children, family members, and staff with special needs and/or challenging behaviors in the early childhood education program setting.

5. Plan, formulate and carry out goals, policies and activities designed to implement education-related objectives
6. Provide mentoring and modeling opportunities for education staff
7. Responsible for completing required program reports.
8. Position will require some evening and weekend work
9. Help in other areas such as teacher assistant, kitchen, transportation, etc. as needed
10. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. BA/BS in Early Curriculum Development, Education, or a related field
2. 2 year training experience the ability to establish and maintain a positive, trusting, supportive relationship with teaching staff and home educators
3. 3 years professional experience in an early childhood setting, Head Start experience preferred
4. Proficient in computers including Microsoft Word, Outlook, Excel and Publisher and operation of standard office equipment and willing to learn job related computer programs.
5. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile policy

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Must be able to work flexible schedule and travel to out of state meetings.
2. Willingness to use own vehicle, and travel as needed in the performance of job duties.
3. Must have excellent verbal and written communication skills.
4. Must be able to maintain confidentiality concerning staff and clients.
5. Must be able to work positively with children ages 0-5.
6. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
7. Qualify to work in a child care center DPHHS-QAD Child Care Licensing upon submission of all required documentation.
 - i. Current Immunizations
 1. Annual Flu Shot
 2. MMR
 3. TDap
 - ii. Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check and driving check.
 - iii. Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
8. Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.
9. Work well under pressure. At all times demonstrate cooperative behavior with colleagues and supervisors.
10. Must have good computer skills and be willing to learn job related computer programs.

We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.

SPECIAL INFORMATION:

Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).

Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC. Application will be rejected if incomplete or unsigned.

Background Check required before applicant is hired.

Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application

PLEASE ANSWER THE FOLLOWING QUESTION

- 1. From the Job Description for a Professional Development Specialist please tell us what experience you have had that qualifies you for this position.**
