

TITLE: PROFESSIONAL DEVELOPMENT MANAGER

STATUS: *EXEMPT*

REPORTS TO: *EXECUTIVE DIRECTOR*

DATE: *JANUARY 2020*

POSITION SUMMARY:

Serve in a leadership role as the Professional Development Manager to coordinate day-to-day work of Early Childhood Iowa Professional Development (ECI PD); to supervise the Iowa AEYC professional development team; and to oversee professional development grant implementation, quality control, and outreach.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Facilitates the implementation of the goals and objectives in the ECI Professional Development contract and scope of services:
 - A. Develops agendas and materials for meetings of the ECI PD Executive Committee, and ECI PD Early Learning, Family Support, and Health/Mental Health/Nutrition Leadership Teams, and other relevant subcommittees or projects, as assigned.
 - B. Develops and provides agenda and supporting documents, and minutes of meetings (if not taken in agenda during meetings) with additional supporting documents to appropriate members and partners, and posts on the Professional Development Component Group Google drive, and on ECI website as requested.
 - C. Prepares, produces, and distributes project documents, brochures, and reports for approval by ECI and ECI Professional Development Component Group leadership.
 - D. Secures site and completes logistics for Professional Development Component Group and other ECI group meetings, as requested by ECI leadership.
 - E. Monitors and facilitates progress of the ECI Professional Development Executive Committee and Leadership Teams individual and combined annual plans.
 - F. Attends relevant ECI and Iowa AEYC events, including ECI Stakeholder Alliance meetings.
 - G. Updates Professional Development Component Group membership contact information and distribution lists.
 - H. Serves on other ECI committees as determined by ECI leadership.
 - I. Represents Iowa AEYC and Early Childhood Iowa positively and professionally at state and national meetings, conferences, and as assigned.
2. Provides leadership and positive vision for professional development, with the Executive Director, including direct supervision and evaluation of appropriate staff.
3. Prepares documents and reports for review by the Executive Director in written or verbal format as requested, and other reports as required by Iowa AEYC, by Iowa Department of Management Contract Manager, and others, as requested.
4. Manages day-to-day approvals of professional development check requests.

5. Builds relationships and understanding of the early childhood professional development systems and standards.
6. Serves as a resource person for statewide partners and the field, such as education, compensation, and retention of the child care work force, and provides linkages to regional, federal, and national organizations. Maintains positive partnerships with staff, Iowa AEYC leadership, and state-wide partners.
7. Maintains positive partnerships with staff, Iowa AEYC leadership, and state-wide partners.
8. Participates in meetings of Iowa AEYC Governing Board, its committees, work groups, and other groups when requested by the Executive Director.

ADDITIONAL DUTIES:

Performs other duties as directed by Executive Director.

QUALIFICATIONS:

Minimum of a master's degree in early childhood education or related field. Three or more years of experience in program administration, training and staff development. Equivalent combination of education and experience considered. Knowledge of state level systems and departments. Demonstrated skills in program implementation. Possess interpersonal, conflict resolution, verbal communication, and public speaking skills; business writing skills; ability to proficiently utilize a computer and MS Office applications; professional demeanor and appearance; ability to analyze business problems and generate alternative solutions; leadership skills; ability to interact professionally with variety of people; and deal effectively with both pleasant and unpleasant situations. Ability to respond promptly to Executive Director, Iowa AEYC Governing Board, Iowa AEYC staff, ECI PD contract manager, ECI PD Executive Committee and Leadership teams, and others in a professional manner.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Specific licenses or certificates as required by the program. A valid state of Iowa driver's license is required for this position. Upon hire, annual Iowa AEYC/NAEYC membership paid by Iowa AEYC.

WORK RELATIONSHIPS AND SCOPE:

Reports directly to Executive Director. Must provide vision and leadership for the professional development staff, and positive relationships with Iowa AEYC Governing Board, Iowa AEYC staff and others in a professional manner. Expectation for an active role in community and state-level activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated skills in program implementation. Proficient use of computer and MS Office applications; ability to write and complete reports, business correspondence, procedural manuals, and other documents as required; satisfactory performance of essential duties; and overnight travel, as business necessitates.

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION

WORKING CONDITIONS:

Work is primarily performed in an office environment with little chance for personal injury. Deadline pressure is an integral part of the position. Frequent mental and visual concentration using computer/print and reading/assimilating information. Professional demeanor and appearance expected. Position is full-time (40 hours per week). Work hours are generally during normal business hours, but also include extended weekday and occasional weekends for conferences or other events. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. Variation in work hours may occur due to special projects, deadlines, and other activities. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. There is an expectation for an active role in community and state-level activities.

MEASURE OF PERFORMANCE:

Quality, accuracy, timeliness, reliability and thoroughness of work performed; effective communication; and development of good working relationships with other staff, and stakeholders; responsive to informational needs of management; soundness of business decisions; quality of example set for other employees including attitude, approach, professionalism, team effort, commitment and loyalty; preserve confidential business and financial information.

EQUIPMENT OPERATED:

Utilizes a PC and printer for word processing, spreadsheets, email, Internet access, and other specific applications. Utilizes keyboard, telephone, fax, office copier, and other general office equipment.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply these are the only duties and responsibilities assigned to the employee. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date