

Job Description

Title: Deputy Director Professional Development

Department: Professional Development Institute

FLSA Status: Exempt

Reports to: Managing Director

Date: _____

Approved: _____

Job Summary:

The Deputy Director functions with a high level of authority and under minimum supervision to oversee the day-to-day operations and activities of the Professional Development Institute (PDI), a division of the Early Learning Coalition of Miami-Dade and Monroe. The Deputy Director works a flexible schedule that conforms to the extended hours of the Professional Development Institute. Saturdays and evenings are required. The Professional Development Institute maintains a high level of visibility at the local, state and national level in all matters relating to teacher training and development leading to high quality early learning experiences for children. The Professional Development Institute is the clearinghouse for all internal and external training for Early Learning Coalition staff and early education providers, practitioners and engagement of families in Miami-Dade and Monroe counties, including but not limited to: management of an interactive web-based training portal, instructional design, technical assistance, planning, implementation and program delivery. The Professional Development Institute operates six days a week (Monday through Saturday) with extended daily business hours (8:00am-9:00pm) in order to meet the training needs of ELC staff and ECE practitioners.

Essential Duties and Responsibilities:

- Ability to lead and develop a diverse team of full time and part time trainers.
- Ability to work Saturdays and evenings, as required.
- Ensure that all training delivered through the Professional Development Institute meets rigorous IACET (International Association for Continuing Education and Training) guidelines; the gold standard for adult education internationally.
- Functions as the Web-Master of the Professional Development Institute's interactive training site.
- Serves as Co-Chair for the ELCMDM's yearly early educator conference.
- Is well versed in early education theory and the benchmarks of evidence based training practice.
- Understands Florida's diverse Gold Seal recognized Accreditation standards such as those relating to NAEYC (National Association for the Education of Young Children), NAFCC (National Association for Family Child Care) and APPLE (Accredited Professional Preschool Learning Environment).
- Understands and implements training based on milestones set by the Florida Office of Early Learning.
- Interacts effectively with all ELCMDM departments, stakeholders and the community at large.
- Is able to represent the Managing Director of the Professional Development Institute at Board Meetings and community convenings as needed.
- Provides ongoing guidance, support and follow up on an as needed basis to early learning programs.
- Supports implementation of Teaching Strategies Gold and other formative assessments as adopted by the Coalition
- Prepares, collects, analyses, all learning event documentation timely
- Designs a minimum of three (3) courses per year that meet IACET standards

- Serves as a customer service ambassador, in the community providing guidance as needed to practitioners, and/or partners
- Maintains certification and/or content knowledge in ECE curriculums, assessment tools, and approaches to learning for adults and children.
- Communicates with supervisor and staff daily to outline daily goals and objectives
- Maintains alignment of all Coalition endorsed curriculum and assessment tools with Florida Early Learning Standards, Head Start Performance Standards and National Accreditation standards.
- Trains staff and childcare providers in the developmentally appropriate use of Creative Curriculum, CLASS and Teaching Strategies Gold.
- Provides information, guidance and curriculum support to peer facilitators regarding developmentally appropriate practices and curriculum implementation
- Maintains ongoing contact and communication with participating early learning program directors
- Participates in trainings related to the curriculum content and the Learning Communities model
- Tracks peer facilitators/early learning programs' participation in trainings, learning communities, ongoing activities and events
- Ensures implementation of all planned program components by tracking meetings, trainings, and all activities related to Onsite Learning Communities and Curriculum Learning Communities
- Leads any/all initiatives relating to institutional accreditation and leverages the work across appropriate departments within the Coalition.
- Coordinates all 'train the trainer' initiatives for the Coalition and interfaces with the Coral Gables Foundation as appropriate.
- Designs and facilitates small and large group workshops/meetings
- Works to develop web-based support for Coalition professional development and accreditation initiatives.
- Develops and designs materials to support operation and implementation, of Coalition professional development and accreditation initiatives.
- 30% or more travel will be required if needed.

Skills and Abilities:

- Accountability
- Excellent interpersonal skills
- Excellent communication skills, both written and oral (English and Spanish)
- Ability to work effectively with diverse population

Computer Equipment and Software Requirements:

- Microsoft office suite

Experience and Training:

- Bachelor's in Child Development/Elementary/Early Childhood Education, Psychology or related field. Master's preferred.
- At least one year of experience managing a team.
- Minimum of 3 years experience in early childhood education
- Knowledge of developmentally appropriate practices in early childhood, early childhood curricula and accrediting bodies, such as APPLE & NAEYC, IACET and COA.
- Ability to develop content knowledge independently.

- Ability to digest large bodies of research and apply to work
- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date