

Job Description

Title: Training and Development /Special Projects Specialist
Department: Professional Development Institute/Strategic Initiatives

FLSA Status: Non-Exempt
Date: _____

Reports to: Deputy Director
Approved: _____

Job Summary:

Under the auspices of the Professional Development Institute, the Training and Development/Special Projects Specialist supports programs that improve the skills and knowledge of early educators, performs ongoing training and coordinates special projects in Miami Dade and Monroe counties for both ELCMDM staff and the community at large. The Training and Development/Special Projects Specialist is responsible for all aspects of the training experience, including course development, training delivery across modalities, participant recruitment and the alignment of future training to evaluation. As of 2022, the majority of training provided by the Professional Development Institute is in an on-line format. Special Projects are central to the Professional Development Institute's ongoing mission, growth and capacity building. Current special projects include and are not limited to yearly early educator conferences, the Poverty Simulation® and development of a learning management system to promote internal staff training and development. Special projects require incubation and development by a designated Training and Development Specialist.

Regular travel throughout both counties is required. The Professional Development Institute, a division of the Early Learning Coalition operates six days a week (Monday through Saturday) with extended daily business hours (M-F 8:00am-9:00pm and SA 8:00-4:00pm) in order to meet the diverse training needs of ELC staff, ECE practitioners, community stakeholders and families. The Training and Development Specialist works a flexible schedule that conforms to the extended hours of the Professional Development Institute. **Saturdays and evenings are required.**

Essential Duties and Responsibilities:

- Demonstrated ability bring an idea or concept from incubation to development and implementation
- Ability to interface with internal Early Learning Coalition executives and staff to develop and implement special projects
- Demonstrated ability to explore and learn new ideas and evaluate their relevance to the Professional Development Institute's core mission and values.
- Familiarity with the ELCMDM's strategic plan and supporting activities.
- Support the professional development of PDI students through a variety of diverse programs that evolve frequently to meet the ever-changing need.
- Deliver training and development support to PDI's diverse clientele including Early Learning Coalition staff, community stakeholders and early educators.
- Design and create training materials drawing from a variety of sources. At least three (3) courses/trainings/workshops must be created quarterly. (FY June 30-July 1)
- Ability to design and create courses/ training/workshops that are culturally responsive and framed through an equity lens.
- Understand the unique needs of adult learners and deliver trainings/workshops using a variety of instructional techniques.
- Ability to train in all areas that align with ELCMDM legislative mandate and funded initiatives, including but not limited to: CLASS®, The Creative Curriculum®, Teaching Strategies GOLD® and others as applicable.
- Utilize CLASS®, Teaching Strategies GOLD® and data in developing instructional materials to support early educators in their professional development.

- Manages and facilitates program activities, to include classes, trainings, conferences, seminars, and/or other special projects.
- Conference Presentations. Present professional development and/or research to increase own expertise in the areas of curriculum and assessment, culture and diversity.
- Provide leadership and direction to early childhood teachers
- Present at local and state conferences as the opportunity arises.
- Participate in county-based meetings relating to early education and professional development as the opportunity arises.
- Work collaboratively across departments at the ELCMDM and across agencies in the greater Miami area
- Networking Opportunities: Provide and lead at least an annual networking opportunity with ECE providers
- Participate in and support ELC special projects as identified
- Assist with projects as assigned by the Sr. VP of Strategic Initiatives, PDI Deputy Director and Professional Development Management
- Maintains office hours to meet with early educators as needed.
- Must maintain at least 85% compliance in the ELCMDM's Work from Home/Telecommuting policy on a weekly, monthly and quarterly basis.
- Maintain a personal professional development plan
- Complete all weekly, monthly and quarterly reports as assigned

Skills and Abilities:

- Accountability and excellent organization and time management skills
- Ability to work effectively within the ambiguity that is often present in new projects
- Be a self-starter and work with minimum supervision during the project incubation through implementation phase
- Outstanding platform skills
- Ability to adjust to ever changing training and development needs of the PDI community
- Work within the ELCMDM's field staff accountability measures that requires daily check-ins and regulated time-keeping
- Proficient in Microsoft Office software suite
- Excellent interpersonal skills
- Excellent communications skills, both written and oral
- Ability to develop and execute action plans that accelerate or maintain program integrity & viability
- Ability to work effectively with a diverse population
- Bilingual fluency in English/Spanish (Read, Write, Speak) required additional languages such as Haitian Creole are a plus
- Ability to work independently while contributing to and valuing an overall team structure.

Computer Equipment and Software Requirements:

- Microsoft Office Suite (PowerPoint, Excel, Word)

Desired Experience and Training:

- BA/BS or MA Elementary/Early Childhood Education, Psychology or related field
- Previous experience as a Training Facilitator, project management, coaching or similar roles preferred
- Knowledge of Early Childhood Education
- Knowledge of traditional and modern educational techniques, modalities and technology

- Ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Knowledge and Certifications in the following tools/areas are preferred: CLASS®, Group Coaching (MMCI) for age levels Infant/Toddler and Preschool, GOLD®, The Creative Curriculum®, Social-Emotional development, cultural and linguistic diversity, diverse families and diverse learners (adults and children with disabilities);
- Must be willing to travel across Miami-Dade and Monroe counties, 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

