

We eliminate poverty by empowering families and engaging communities



Employee Name		Division	
		Economic Empowerment	
Job Title		Job Classification Code	
Professional Development Advisor		02	
Originally Prepared By		Date Prepared	FLSA Status
Maria Steen, Child Care Aware Manager Kim Trautman, Human Resource Director		8/2019 Update	Non-Exempt
Reports To		Approved By	
Child Care Aware Manager		Lori Schwartz, Executive Director	
Employee's Signature		Date	
Supervisor's Signature		Date	

JOB FUNCTION:

Provide, expand and strengthen professional development advising and an intentional career pathway for early childhood professionals in MN service area.

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Agency Expectations:

1. Embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures
2. Familiarize and work toward the achievement of Agency-wide strategic plan goals, strategies and measures
3. Acts as a role model within, as well as outside the Agency
4. Provide friendly, responsive service to the public, community organizations and to those we serve
5. With a respectful and positive attitude, work with low income individuals and families with diverse backgrounds
6. Support, develop and maintain productive relationships required to carry out job activities
7. Demonstrate flexible and efficient time management
8. Maintain the security and confidentiality of all records and interpersonal interactions
9. Work effectively and cooperatively with community partners and co-workers
10. Participate in and/or lead Agency committees

REPORTING TO THIS POSITION ARE: None

ESSENTIAL FUNCTIONS

Advise early childhood professionals

- A. Provide professional development advising on statewide and national quality initiatives and credentials/certifications, including Parent Aware, CDA and Infant/Toddler CDA.
- B. Provide intentional professional development advising services to all providers using the Knowledge and Competency Framework
- C. Assist providers in identifying knowledge and competency gaps
- D. Work with providers to create a Professional Development Plan, identifying upcoming trainings that will meet their short- and long-term training goals

IMPLEMENT PROGRAM ACTIVITIES:

A. Plan and implement PD advising that meet state requirements

1. Create a Relationship-Based Professional Development account in Develop
2. Follow the Parent Aware Implementation Manual to provide advising including accessing Develop Learning Records,
3. In partnership with the Coordinating office provide CDA advising and recruit for Learning Communities
4. Provide professional development advising to Parent Aware APR programs within our district

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B. Support clients

1. Support Parent Aware participating providers in the use of Develop, Achieve and other required technology programs
2. Work with RBPD specialists and Grant Administrator as needed
3. Share information with programs about financial assistance for continuing education, such as TEACH and REETAIN

Culture and Maintain Relationships

- A. Develop/maintain key relationships with DHS, licensing, county social services and Child Care Assistance Programs
- B. Participating in District and State networking opportunities
- C. Maintain and develop collaborative relationships with community partners and identify opportunities for other Child Care Aware staff to be involved
- D. Develop relationships with culturally-based community organizations and newcomer communities to ensure Child Care Aware services are culturally responsive and accessible
- E. Participate on various committees, Institutes of Higher Education boards, or community groups as appropriate
- F. Enhance partnerships by serving as a resource to professional early childhood associations/groups in the designated geographic area

Data and Documentation

- A. Use computer software applications to manage large amounts of information, including data input, editing databases, retrieving specific records, and creating reports to communicate the information
- B. Track interactions in designated formats
- C. Enter Parent Aware RBPD Events in Develop
- D. Develop resources as needed

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Agency and Division Support

- A. Represent Agency in the communities we serve
- B. Compile and submit required reports and data
- C. Assist with other CCA projects as requested by supervisor
- D. Attend and participate in agency, community and state meetings important to effective Agency operations
- E. Seek out additional training to enhance personal development
- F. Promote and enhance the integration of the full array of Agency services
- G. Assist with the orientation/ training of new staff
- H. Assist your Director with the planning and implementation of new opportunities to expand and strengthen programming
- I. Track financial expenses and other data associated with your program as requested
- J. Participate effectively with other private and public community organizations and state agencies to promote and support partnerships for the achievement of Lakes and Prairie's goals
- K. Participate in Agency efforts to assess the external and internal environments to ensure the provision of quality programming which meet identified community needs
- L. Availability to work Agency hours for your Division and position

QUALIFICATIONS:

Minimum

- Bachelor's Degree in Early Childhood Education or related field
- Ability to plan, organize and prioritize work
- Data entry and computer knowledge
- Must hold a valid driver's license, current insurance coverage if using own vehicle, and be able to arrange own transportation to meet with clients and conduct business within the service delivery area.

AMERICANS WITH DISABILITY SPECIFICATIONS:

- **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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell
 - The employee must occasionally lift and/or move up to 50 pounds, but the employee should never lift more than 50 pounds if they are physically unable
 - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- **WORK ENVIRONMENT:** Work environment characteristics 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
- The noise level in the work environment is usually moderate