

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:** **PROFESSIONAL DEVELOPMENT COORDINATOR**

**DIVISION:** Early Childhood Development

**PURPOSE:** To work collaboratively with Head Start and Early Head Start education staff by providing support and technical assistance to promote sustainable growth in the necessary attitudes, skills, and knowledge to effectively implement the best practices for the development of young children and their families. This will be done by completing classroom/home-based observations, analyzing and interpreting child data to develop and implement individualized coaching plans, as well as plan other professional development trainings.

**QUALIFICATIONS:**

Education: Bachelor's or Advanced Degree in Early Childhood Education, OR a Bachelor's Degree or Advanced Degree in a related field.

Experience: Two (2) years of classroom or home-based or combination of both experience working with children ages birth to five, with at least one (1) year of experience in providing training/technical assistance or mentoring. CLASS certified observer preferred.

Skills, Abilities and Knowledge:

- a. Problem solving ability where independent judgment may be required
- b. Ability to maintain confidentiality
- c. Excellent interpersonal skills
- d. Excellent oral and written communication skills
- e. Machine operation could include calculator, computer, photocopier, typewriter, tape recorder, phonograph, CD player, projector, telephone
- f. Knowledge of Head Start Performance Standards, policies, and procedures
- g. Ability to deal with and adapt to frequent change
- h. Ability to accept differences of opinion and objectively find appropriate strategies
- i. Ability to track information
- j. Ability to record observations in case notes and communicate those observations
- k. Good organizational and time management skills
- l. Ability to achieve goals by working independently and/or as part of a team
- m. Ability to establish rapport with others, provide training, and motivate others to change

**REPORTS TO:** Director of Head Start/Early Head Start

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Effort: Medium physical effort (up to 30 pounds) in predominantly sitting environment

Confidential Information Used: Child's health/mental health information and educational information, family economic information, family environment information.

Special Demands: Potential eye strain and occasional lifting, ability to travel between multiple sites.

Special Requirements: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance Documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated early minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Possesses a working knowledge of and uses the NAEYC Code of Ethical Conduct to guide decision-making when one important value is in conflict with another
02. Observes and collects data on teacher/home visitor instructional practices
03. Provides differentiated instructional strategies to teachers that are reflective of student learning styles, cultural orientation, and developmental needs
04. Creates a coaching agreement that effectively explains the goals and parameters of the coaching initiative in which the coach and coachee/s are partnering. The agreement should include:
  - a. time commitment and logistics
  - b. expected outcomes and measures of success
  - c. reporting requirements
  - d. resources available
  - e. confidentiality
05. Sets mutually defined goals and coaching agendas that:
  - a. Demonstrate respect for and interest in the coachee/s’s individual strengths and learning style
  - b. Provide ongoing support for new behaviors and actions, focusing on learning opportunities even when outcomes are disappointing
  - c. Celebrate coachee/s successes and capabilities for future growth
06. Creates, maintains and implements a strength-based coaching plan with coachee/s using self-reflection strategies and individual goal setting that:
  - a. Consolidates collected information to establish a coaching plan with the coachee/s that addresses concerns, major areas for learning and program improvement
  - b. Supports the coachee/s in prioritizing goals and actions
  - c. Includes goals that are attainable, measurable, specific and have target dates
  - d. Targets early successes that are important to the coachee/s
  - e. Supports ongoing reflection with the coachee/s to determine progress on goals and whether adjustments to the plan are necessary
  - f. Helps the coachee/s identify and access different resources needed to achieve their goals
07. Demonstrates how to effectively incorporate Incredible Years curriculum, Head Start Child Development & Early Learning Framework, and PA Early Learning Standards into classroom practices
08. Models effective instructional practices
09. Creates a timeframe for regular meetings and classroom support
10. Documents classroom and teacher/home visitor progress
11. Coordinates with site supervisors and staff to ensure collaborative supports are in place
12. Engages in on-going professional development on effective coaching techniques, current research, and support curricula
13. Track new hire progress in meeting educational requirements
14. Assists with updating the program’s Training and Technical Assistance plan and in planning professional development activities
15. Perform other related work as required or requested.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** H

**HOURLY WAGE:** \$15.81

**HOURS PER WEEK:** 40  
(non-traditional)