

Thrivalaska Job Description

Title: *thread* Professional Development Associate
Status: Full time, Full Year, Non-Exempt from Overtime
Reports To: Assistant Director
Wage: DOEE Range \$16.48 - \$18.68

Position Summary:

thread Resource & Referral provides services to families and early childhood educators throughout the interior and northern regions of Alaska. The Professional Development Associate works with early childhood educators and families. The Professional Development Associate is responsible for assisting in the planning and implementing of training for local and regional early childhood educators. These duties are throughout the region and may include travel to local and rural communities.

Knowledge, Skills, and Abilities Required:

EDUCATION & EXPERIENCE

Minimum Requirements:

1. HS diploma or GED
2. 2 years' experience in early childhood facilities

Preferred Requirements:

1. AA in Early Childhood
2. Experience in adult education and professional development
3. Bilingual (Spanish/English)

SKILLS & ABILITIES

1. Ability to assess professional development needs and guide early childhood educators.
2. Ability to create, develop, track and follow through with new projects.
3. Strong organizational skills with ability to set up projects, track progress and paperwork, document requirements etc. for developed projects.
4. Possess excellent written and oral communication skills.
5. Possess excellent computer skills and data entry, and have ability to learn new programs.
6. Ability to operate general office equipment.
7. Provide excellent customer care and have strong telephone communication skills.

Principal Duties and Responsibilities:

CHILD, FAMILY, AND PROVIDERS SERVICES

1. Provide guidance to early childhood educators on special projects and as requested.
2. Assist early childhood educators directly in classrooms providing supervised educational settings for children if appropriate.

3. Assist, plan or implement community and family events.
4. Promote social, emotional, physical, and cognitive development of children.
5. Advocate for successful child and family development experiences.
6. Communicate with children, family members, community members, and early childhood educators with respect and honor.
7. Whenever possible, assist children and families.
8. Support early childhood educators, child and family development goals.
9. Assist in planning professional development trainings in community and region wide for early childhood educators after assessing need of providers.
10. Track enrollments for workshops
11. Evaluation/attendance of training/workshops.
12. Coordinate rural trainings.
13. Plan and implement quality enhancement incentive programs for early childhood educators based on community needs for improved care as needed.
14. Travel to rural communities that may include but are not limited to: Utquiagvik, Delta, Healy, Nome, Kotzebue, North Pole, Pt. Hope, Tok and other villages and communities as needed.

BUDGET & FISCAL

1. Continually seek out and process in-kind opportunities to include services and supplies.
2. Follow procurement and accounting procedures.
3. Actively seek out ways to reduce program cost whenever possible.
4. Report all suspected fraud activities.
5. Maintain records of mini-grants, incentives, receipts as appropriate for projects that include funding to providers.

SUPERVISION & Training

1. Participate in developing and accomplishing staff development goals.
2. Meet and actively pursue the minimum yearly training required for your position.
3. Support program Director in attainment of program goals and mission.

COMMUNITY PARTNERSHIPS

1. Actively seek out partnerships with community members and agencies to enhance program services and resources.
2. Enthusiastically promote Thrivalaska programs.

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council, and advisory groups.
2. Follow the chain of communication.

PROGRAM DESIGN & MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Participate during program self-assessment and evaluation processes.
3. Participate during Thrivalaska community assessment activities.
4. Support, implement, and participate in program goal setting process to include strategic planning.
5. Compliance with all Thrivalaska policies, procedures and guidelines, Resource & Referral Grant Scope of Work, and Uniform Grant Guidance.
6. General office duties may include typing, correspondence, record keeping, filing, copying, faxing, and reporting on projects.

7. Participation in monthly, quarterly, yearly program and state reports.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals of Thrivalaska "Helping Children Thrive."
2. Promote teamwork concept in relationship and strength-based organization.
3. Promote a positive work environment.
4. Project professionalism in conducting activities.
5. Provides outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable, and able to adjust to a variety of change and situations.
7. Follow all guidelines and procedures on confidentiality.
8. Knowledge and training in developmentally appropriate practice, quality childcare and adult education.
9. Exhibit qualities of a lifelong learner by attending conferences, trainings and reading current literature in early childhood education and adult training.
10. Observe good housekeeping and safety practices, maintains cleanliness and orderliness.
11. Can be relied on regarding task completion and follow up.
12. Use logical and sound judgment, apply common sense.
13. Make timely decisions and maintains composure under trying circumstances.
14. Enhance job growth through continuing education, (24 hours annually) as required or necessary.
15. Promote quality, accuracy, timeliness, reliability, and thoroughness of work performed.
16. Is punctual and reliable.

Physical Requirements & Working Conditions:

WORK LOCATION

1. **thread**, 1908 Old Pioneer Way
2. Programs, on-site locations, public venues, locally and in rural communities.

WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol, and tobacco free workplace.
2. Some exposure to communicable diseases.
3. Noise level in work environment may be moderate to loud.
4. Must be available for variety of evenings, weekend meetings, and social events.
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences, meetings, trainings or providing training/mentoring. Some out of state and overnight travel will be required.

PHYSICAL REQUIREMENTS

1. Review and sign the Thrivalaska Physical Job Description upon hire and annually.

EQUIPMENT USED

1. Computer, tablet and laptop
2. Copy machine
3. Calculator
4. Telephone
5. Fax machine
6. Power point, smart board equipment
7. Credit card machine

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, identify performance measures and potential training tools.

Employee Signature

Date

Printed Name