

Job Description

Job Title: Professional Development Specialist- Full Time

Exempt (Y/N): N

Date: revised: February 12, 2019

Department: Program

Employee Name:

Supervisor: Executive Director

Date: July 1, 2019

SUMMARY:

The Professional Development Specialist serves as the lead of the **Early Childhood Family and Community Engagement (FACE) Center Project**.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned:

PRIMARY DUTIES:

- Use a systemized process approved by the PIT, under the direction of NYSED, in consultation with the Regional Partnership Center to provide a combination of:
 - regional training and support to any interested party such as families, early childhood and school-aged education or school staff, community groups etc.
 - targeted professional development and technical assistance to groups around a common topic
 - technical assistance and support to identified early childhood programs that support students with disabilities or public school districts, approved private day and residential schools, Special Act schools. State supported, and State-operated schools
 - build capacity of educators and families.
- Serve as a member of the Regional Level Team including attendance at:
 - three meetings per year in the service region
 - at minimum monthly meetings by phone, webinar, in-person with the Systems Change Facilitator of the Regional Partnership Center and both the Early Childhood and School-age FACE Centers.
- Engage in a regional planning process outlined by the Partnership Implementation Team and an annual regional planning meeting in Albany.
- Utilize support from the PIT and the TAPs for Transition, Behavior, Data, Academics, and Equity by participating in:
 - trainings and planning meetings with the PIT/TAPs, including annual meeting in Albany for the whole Partnership (beginning year two of the contract)
 - monthly webinars established by the Partnership Implementation Team
 - weekly online learning opportunities, as needed
 - three two-day meetings annually for the purpose of fidelity coaching, professional development, problem solving and direct supports from the TAPs and utilize tools and training materials developed by the TAPs/PIT.
- As determined by the PIT, provide information and resources to upload to the website for the Partnership, including but not limited to, upcoming training dates, contact information for local resources, special events or announcements.
- Submit training data (to be determined) to the TAP for Data for the purposes of evaluating the effectiveness of the Partnership.
- Participate in any deliverables noted for the Resources and Referral Specialist as determined through a regional planning process.

PROFESSIONALISM:

- Exhibits appropriate language and dress.
- Demonstrates appropriate communication skills both written and verbal.
- Exhibits appropriate work attitudes and performance behaviors.
- Exhibits reasonably regular and predictable attendance and punctuality.
- Shows respect and courtesy in all interactions and communication internal or external to the agency.
- Demonstrates interest, knowledge and support for Agency mission, values and philosophy.
- Demonstrates a flexible, creative approach as well as an adaptability to change.
- Demonstrates dedication to the goals and values of the agency.
- Demonstrates problem solving and conflict resolution skills in both organizational and interpersonal matters.
- Demonstrates self-directed behaviors.
- Ability to respond effectively to the most sensitive inquiries or complaints.

TEAM RESPONSIBILITIES:

- Supports and communicates with supervisor and co-workers in a cooperative manner
- Demonstrates an understanding of the boundaries of the position as they relate to both responsibilities and limitations.
- Incorporates the Agency mission, values and philosophy in decisions, behaviors and actions.
- Demonstrates initiative and seeks supervisory counsel when appropriate.
- Adheres to the policies, procedures and philosophy of the organization.

DIVERSITY MANAGEMENT:

- Model and practice sensitivity, fair treatment and acceptance of diversity with clients, co-workers and in all other interpersonal interactions.
- Demonstrate initiative in learning about and implementing skills related to diversity.

EDUCATION AND/OR EXPERIENCE:

- Master's degree or higher, and experience providing professional development and/or technical assistance
- Proficient in Microsoft Word, Excel, and able and willing to learn to use Salesforce software
- Able to provide own transportation throughout Western New York. Work mileage will be reimbursed consistent with agency policy.
- Preferred to be the parent of an individual with disabilities, or who is currently, or have been in the past, a primary consumer of disability services.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid NYS Drivers License

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 regularly required to stand and talk or hear. The employee is occasionally required to walk, sit, use hands to finger, handle or feel

objects, tools, or controls; reach with hands and arms; the employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision. The noise level in the work environment is usually moderate.

I have received and reviewed my job description and understand the duties and responsibilities associated with the job.

Date

Signature

Please provide the employee with a signed copy and place the original in the personnel file.