Alameda Family Services

Professional Development Coordinator

Alameda Family Services
Alameda Family Services is a non-profit agency providing comprehensive services to youth, families and children in the City of Alameda.

Early Childhood & Family Support Services
Early Childhood & Family Support Services (ECFS) programming connects individuals and families to resources in the community that support access to education opportunities and needed health and family services. Case management is provided to individuals, families, and seniors and to those enrolled in our federal and state funded child development programs that provide comprehensive services to qualifying pregnant women and families with children birth to 5 years of age. Child development, health and family support services are provided through a variety of unique program options designed to meet the individual needs of children and families.

Job Summary
Under the direct supervision of the ECFS Program Director and with support from the Child Development Services (CDS) Manager the Professional Development (PD) Coordinator is responsible for overseeing the process of employment and the professional development of teachers, interns and other direct services staff responsible for providing child development services. The PD Coordinator will coordinate in supporting ECFS program management and agency human resources in recruiting, hiring, placing, and training new CDS direct service staff. The PD Coordinator with conduct observations and assessments of learning environments, lesson planning, and teacher-child interactions and provide guidance, training and coaching opportunities that ensure high-quality services and curriculum fidelity. The PD Coordinator will assist and provide guidance to CDS staff in the creation of meaningful and targeted individual professional growth and development goals and action plans that supports continuous improvement. The PD Coordinator will maintain confidentiality as appropriate and support compliance with Head Start Program Performance Standards (HSPPS), California Department of Education (CDE), Community Care Licensing (CCL), HIPPA and other related regulation.

General Responsibilities

1. Assist the ELCN Program Director and CDS Manager in creating a comprehensive professional growth and development plan and school readiness goals that support high quality services and ongoing improvement in accordance with the Head Start Program Performance Standards (HSPPS).
2. In coordination with AFS Human Resources, conduct recruitment activities, assess resumes, review transcripts, and interview potential candidates for open CDS positions in alignment with AFS hiring practices, policies and procedures.
3. Assist program management in onboarding new hires and creating workforce development opportunities for those interested in pursuing a career in the field of Early Childhood/Human
Knowledge, Skills, and Experience

- Minimum of five years of experience working in a childcare setting.
- Head Start/Early Head Start or experience in early child care setting preferred.
- BA Degree in Early Childhood/Human Development or related filed required.
- Master Teacher or Site Supervisor Child Development Permit required
- CLASS certification required, Practice Based Coaching (BBC) training preferred
- Experience working with ChildPlus data systems preferred.
- Ability and desire to work as part of a team in a culturally diverse environment.
- Positive, professional and courteous work demeanor.
- Second language skills are desirable.
- Must be at least 18 years of age.
**Compensation & Benefits**

**Classification:** Non-Exempt : Hourly

**Hours:** 40 Weekly including a paid ½ hour lunch

**Paid Holidays:** Up to 11+ Days/Year depending on schedule and FTE

**Vacation Accrual Rate:** 9.23% (Approximately 24 days per year for full-time position.)

**Sick Leave Accrual Rate:** 4.62% (Approximately 12 days per year for full-time position.)

**Health Benefits:** Medical & Dental Insurance Coverage

**Professional Development:** Training & Professional Growth & Development opportunities.

**Optional Savings Plans:** Section 125 and 403b Retirement

**Starting Range:** $26.00 - $26.65 (Depending on degree and years of experience)

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**Equal Opportunity Employment**

Alameda Family Services does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.