



Community Action Agency

CINCINNATI | HAMILTON COUNTY

Phone: (513) 569-1840 * **Fax:** (513) 569-4354 * **Website:** www.cincy-caa.org

JOB DESCRIPTION

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|------------------------|--|-----------------------|------------|
| Position Title: | Professional Development Trainer | FLSA Status: | S-N/E |
| Division: | Head Start | Pay Grade: | 10 |
| Work Hours: | 8:00 a.m. – 5:00 p.m., bi-weekly, requires evenings and weekends | Revision Date: | APRIL 2014 |

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

POSITION SUMMARY

To track and provide Professional Development and Training services to ensure compliance with local, state and federal regulations. Duties are carried out in accordance with the Head Start Performance Standards, regulatory agencies, and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Trains, coordinate, implement and track career path services for Head Start Grantee and partnership staff in accordance to the Head Start Performance Standards and State Licensing agency requirements. Ensuring the expansion and facilitation of professional development orientations, trainings, and continuous learning opportunities to promote best-practices and staff performance to meet program needs.
2. Establish effective collaborations and relationships with management, supervisors, coordinators, mentor/coaches, staff, and community organizations to institute partnerships for advanced training and credentialing opportunities that align to professional development plans and program goals. Performing as a professional representative and liaison between CAA, Head Start and institutes for higher learning.
3. Track and maintain departmental and staff records both manually and electronically with systematic accuracy, accountability, and confidentiality to ensure compliance and quality of services; PATHS/academic, expenditures, travel, and materials/equipment.
4. Provide individual assistance, coaching, consultation and professional expertise to encourage staff career planning, performance aptitude and referrals for trainings, courses and conferences to align with their developmental objectives and grantee goals.
5. Plan, coordinate, and facilitate events, professional Learning Communities, trainings, workshops, and credentialing course that promote staff development; Pre-Service/In-Service, Village Retreat, ECE, EHS, CDA, FCP, Leadership, and Health.
6. Research, expand and maintain knowledge base and skills needed to perform as an effective facilitator, trainer, and specialist that promote current techniques, strategies, practice, theory and technology.

This is a list of primary job functions. Other duties may be assigned as necessary for the successful operation of the organization.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. Masters Degree in Planning/Educational Administration, Human Resource Development, Social Work Administration from an accredited college or university. Will consider a Bachelor degree with five (5) years experience working with adult learners.
2. Excellent oral and written communication skills.



3. Two (2) years experience as an Early Childhood Education instructor/Adult Learning instructor.
4. One (1) year experience as a CDA Assessor/Step Up To Quality Trainer/Adjunct Professor.
5. Demonstrated knowledge of diverse cultures.
6. Must have proficient computer experience in Microsoft Office.
7. Experience working with a diverse populations including low to moderate-income families.
8. Ability to multi-task and prioritize duties required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT:

Typical office environment with minimal exposure to excessive noise or adverse environmental issues.

PHYSICAL DEMANDS:

ORGANIZATIONAL STRUCTURE:

Reports to: Staff Development Manager

Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

*Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.*