



Job Description

Job Title: Professional Development Team Supervisor
Department: Child Care Resource and Referral - Region V
Reports To: Program Director
FLSA Status: Exempt
OSHA Category: Category 3

Summary: Responsible for supervising Professional Development Team staff. Provides training, mentoring, coordination and support to the Professional Development Team.

Essential Duties and Responsibilities:

- Assist Program Director with the coordination, management and supervision of the Professional Development Division
- Review and approve all PD Team training including modules, lesson plans, handouts, power point presentations
- Coordinate and approve all PD Team monthly calendars
- Oversee and coordinate all PD technical assistance with providers
- Provide annual and ongoing field observations and evaluations of each PD team member
- Plan and schedule all ongoing PD team meetings, and all planning sessions
- Coordinate and oversee planning and content for all provider conferences, Super Saturdays and other professional development sessions
- Assure all PD sessions are WV STARS registered and added to all training calendars
- Assist all PD Team members with registering, renewing, or maintaining their mandatory career pathway and training credentials on the WV STARS career pathway
- Assist all PD Team members with registering, renewing or maintaining any other higher education credentialing sources as needed
- Serve as PD Team representative at Management Team meetings
- Provide information on PD Team updates and activities to the Program Director
- Consult with the Program Director to receive feedback, advisement and approval
- Assist TRAILS staff in maintaining relevant and professional lending systems
- Work closely with Behavior Consultant to ensure standard observation requirements are documented and maintained
- Checks PD quarterly reports for submission to the State
- Completes newsletter quarterly, ensures all content is appropriate, and supports best practices

Mission Statement: *"Working together with individuals, families, and communities to provide resources for a better life"*

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- Reviews, edits and approves newsletter and training schedule for publication
- Facilitate provider-training sessions as needed
- Coordinate and request approval of annual training and professional development for PD Team at regional, state, and national conferences
- Complete staff observations and evaluations on the PD team members
- Attend all state meetings and PD training sessions as facilitated by the Division of Early Care and Education
- Ensure compliance with state regulations
- Refer all suspected cases of child abuse and neglect to WV DoHS
- Participate in community outreach activities as assigned
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities:

Supervise Professional Development Team

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agency's core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, Power Point and Excel.

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Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self-disciplined. Experience in childcare resource and referral agencies or other early childhood leadership experience preferred.

Education and/or Experience:

Bachelor's Degree in an early childhood field or human services related field, one-year relevant supervisory experience and meet the requirements for a WV STARS entity instructor. Early childhood expertise to oversee the work of the Professional Development Team.

Must have a valid West Virginia driver's license; clear criminal background, APS/CPS check must be bondable.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

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. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Frequent and extensive travel within the service delivery area is required. The employee may also be required to travel within and outside of the State of West Virginia. Nontraditional work hours may be required to meet the contractual obligations.

Employee Signature

Date

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