



## Career Development Director

**GENERAL DESCRIPTION OF POSITION:** Responsible for recruitment and retention of Early Connections center staff and creating and implementing a professional development plan.

**RESPONSIBLE TO:** VP of Center Operations

### **QUALIFICATIONS:**

- Must have a Bachelor of Science Degree in Early Childhood Education.
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- Must be Director qualified and maintain Director qualifications.
- Must obtain Trainer Credentials through the department of Human Services.
- Must be comfortable utilizing computers and technology and be willing to learn new computer skills and software programs as necessary.
- Sincere interest in working with children and professional knowledge of the principles, theories, concepts, and practices of early childhood care and education encompassing infant through school-age youth.
- Must have skills in developing professional development that cover physical, emotional, social, and cognitive development.
- Must demonstrate the following qualities: self motivated, self directed, able to make good judgments, creative, reliable, and dependable.
- Have a current physical examinations (within 30 days of hire) by a physician and biannually thereafter, with evidence of a negative tuberculin test.
- Must present a professional demeanor in behavior and dress.
- Have fingerprints taken and submit personal information to TRAILS for clearance to work with children.
- Physical constraints required include the ability to hear conversational voice with or without a hearing aid, the ability to see and read newsprint with or without corrective lenses, to speak and be understood under normal circumstances, to lift and carry children and other items weighing up to 50 lbs., and the use of arms, hands, legs, and feet with or without corrective devices to accomplish the job including evacuation of the building during emergencies.

- Job requires the ability to exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force of up to 10 lbs. constantly to move or manipulate objects.
- Position requires physical mobility, with or without reasonable accommodation to perform the essential functions of the job.
- Use of the English Language to write simple, compound and complex sentences, using print and cursive style. Writes reports, essays, prepares business letters, reports, summaries, manuals, instructions, procedures, etc. using prescribed format and conforming to all rules of punctuation, grammar, spelling, and style.
- Speaks clearly and distinctly with poise, appropriate pauses and emphasis, voice control, and confidence, using correct English. Conversant in the theory, principles, and methods of effective and persuasive speaking using correct English.

## **RESPONSIBILITIES:**

- Responsible along with the HR Specialist for creating a staff recruitment plan.
- Implements and monitors systems to ensure that staff is current in various required credentials, and monitors staff training required for partnerships, DHS, and NAEYC.
- Responsible for coordinating with colleges and universities to support practicum student at Early Connections.
- Works with Volunteer Services Director to place and nurture practicum students.
- Review applications and conduct employment interviews with Center Directors for all education staff.
- Provide on-boarding training to new classroom staff.
- Works with the Community Engagement Office and Center Directors to create and implement retention strategies and provide staff appreciation.
- Works with Center Directors and VP of Center Operations to develop and publish an annual organization-wide staff development/training plan based on training needs assessment and organizational goals and strategies.
- Develops and conducts trainings throughout the year as well as an annual full day of professional development.
- Works with Directors to create 30 minutes staff meeting training kits.
- Coordinates training for supervisors in the areas of leadership, coaching, mentoring, orientation, evaluation, performance management, counseling of staff as well as the basics of employment law and use of proper Human Resource procedures.

- Provides oversight and scheduling of substitute staff.
- Comply with applicable universal precautions and infection control guidelines and procedures.
- Performs other duties as required.

**I have read this job description. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

**I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

Revised 7/2016