

HEAD START PROFESSIONAL DEVELOPMENT & PLANNING SPECIALIST

DEFINITION: Under general direction, performs work of considerable difficulty in providing professional expertise and leading efforts that maintain and enhance professional development in accordance with the Head Start Act and Performance Standards; defines, creates and implements strategies for the design, implementation and evaluation of programs that facilitate professional development, leadership development and continuous learning for all staff; provides quality learning and innovation for all staff and parents by creating a supportive environment that provides access to ongoing and well-coordinated activities with the goal of maintaining the highest quality of services; serves as lead resource on matters of staff and organizational development; reviews and evaluates program procedures and protocols relating to staff education, professional development and organizational processes that affect quality; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees the development and implementation of professional staff development requirements of the Head Start Act and Head Start Performance Standards; establishes goals and objectives for staff development programs and projects; provides continuous planning to improve program quality; facilitates strategic and management improvement plans for all content areas; coordinates with governing body and parent policy council on the implementation of a plan to improve quality and continuous monitoring and effectiveness; develops, implements, monitors, analyzes, evaluates and revises new training development policies and initiatives; formulates program policies for career advancement and opportunities for staff and parents; designs a comprehensive training and staff development plan that encompasses a high quality and effective early childhood program.

Engages in other innovative collaboration, including plans for training and professional development initiatives for child care and early childhood education to assist program staff, administrators and parents; establishes and promotes educational career paths with local colleges and universities; serves as liaison between colleges and universities to mentor staff; assists with accessing scholarships, bringing programs closer to communities, access to internet classes to ensure that staff credentials and licensure are kept current in accordance with funding source requirements; establishes memorandum of understandings/agreements (MOU/MOA) with educational entities affiliated with early childhood services; tracks staff development and certification to ensure compliance with regulations and certification for all program personnel.

Develops and maintains an efficient student records system to track and monitor student progress; facilitates presentations; prepares written reports; participates in staff orientations, workshops and work sessions; seeks and applies for outside funding to complement and support head start education initiatives to improve the education and licensing for staff.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of educational administration and processes.
Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of learning concepts, training and development methods and techniques.
Knowledge of adult learning processes, instructional design techniques and evaluation methodologies.

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Knowledge of budget and reporting systems, program analysis and performance measures.
Knowledge of quality improvement processes, protocols, changes and updates.
Knowledge of program operation activities, mission and client service requirements.
Skill in developing and analyzing program strategic plans, operating systems, procedures and controls, budget and forecasts.
Skill in planning and project management.
Skill in oral and written communications, including group facilitation and presentation.
Skill in developing and executing documents and reports, short and long term goals and objectives and program performance measures.
Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.
Skill in providing advice and direction to subordinate manager, supervisors and staff.
Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.
Skill in researching, compiling and preparing reports and related information.
Ability to work with management to align learning/learning development with succession planning initiatives.
Ability to organize/prioritize work, manage multiple tasks and projects.
Ability to analyzes complex procedures and systems and develop problem solving strategies.
Ability to handle highly stressful and sensitive situations in a professional manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Education, Social Sciences, Communications or a closely related field; and four (4) years of work experience in instructional or organizational development related field, two (2) years of which must have been in a management and supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Master's degree in Education, Social Sciences, Communications or a closely related field.
- Five (5) years of work experience in instructional or organizational development related field.

SPECIAL REQUIREMENTS:

- A favorable background check.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.