



Organization: Supporting Families Together Association

Mission: We cultivate a system of organizations and professionals across Wisconsin to promote quality, strengths-based, early childhood services in all communities.

Vision: In every Wisconsin community, all children have the opportunity to reach their highest potential and all adults embrace their role and responsibility to children.

Purpose: Our purpose is to optimize the developmental window of opportunity that early childhood presents for building a strong foundation for life.

Values: Our strong and responsive relationships are vital. Our work mirrors our passion. Curiosity inspires our innovation and growth. We believe true wisdom means lifelong learning.

Position: Professional Development Specialist

100% FTE

Reports to: Quality Improvement Manager

Primary Responsibilities:

Training: Development, Revision, Delivery, Coordination

- Provide CCR&R staff with professional development opportunities to develop skill regarding specific knowledge content and adult learner techniques.
- Support trainers and technical consultants in developing expertise in training and technical assistance content and meeting fidelity standards when delivering content to child care providers.
- Build and maintain relationship with The Registry and other collaborating partners.
- Maintain collaborations to enhance professional development and outreach efforts:
 - Effectively collaborate with a variety of stakeholders at the statewide level, including but not limited to participation in communities of practice and planning committees.
- Support multiple pathways to professional development, such as community based training, credit based instruction, and competency based training.
- Collaboration with Quality Assurance team to ensure a collaborative approach to supporting the growth of technical consultants and trainers.
- Collaborate with Learning Management System Administrator for coordination of regional training planning and communication, specific to online training.
- Coordination of training curriculum needs, review and development.
- Lead curriculum collaboration groups in review, revision and creation of training content and workshops.

- Coordinate trainings and the specific requirements attached to that training.
- Implement strategies of quality assurance and quality improvement regarding training practices and trainers located at CCR&R.
- Review and coordination of Training Planning Form and training calendar on SFTA website.
- Monitor training deliverables including communication with CCR&Rs regarding progress.
- Coordination and planning of Main Brain Exchange.
- Train the trainer planning and support in collaboration with Learning Management Systems Administrator.
- Conduct a professional development needs assessment of CCR&R staff to inform planning.
- Track SFTA participation in statewide partner conferences.
- Lead planning committee for Collective Voices conference.
- Maintain standard contract training Courses in The Wisconsin Registry shared with CCR&R.
- Support Practice Based Coaching efforts.

General

- Attend and participate in local, statewide, and national conferences, workgroups, communities of practices, trainings, planning committees relevant to early care and education.
- Participate in local or statewide workgroups that are relevant to the work, will enhance relationships with stakeholders and collaborating partners and support outreach efforts.
- Support Quarterly reporting
- Actively participate in monthly staff meetings.
- Support agency mission, vision, strategic aims and action teams.
- Contribute to SFTA publications, resources and campaigns.
- Other duties as assigned.
- TTAP trainer, coordinator in collab

Key Qualifications

- A BA or BS with core knowledge in, relationship-based consulting, adult learning, and/or quality improvement indicators and processes is required.
- A Registry level of 14 or higher is required. Master level Trainer and Approved Consultant Endorsements Preferred.
- Minimum of 3 years' experience in early childhood or a related field is required.
- Skill in providing training and technical assistance to a variety of early care and education programs including but not limited to group, family, certified, licensed, Head Start/ Early Head Start/ Tribal Head Start, 4-K, school-age, and day camp.
- Proficiency with on-line Learning Management systems (ex. Canvas, Desire to Learn)
- Advanced knowledge of current scientific research-based early care and education concepts, theories, principles, and practices.
- Knowledge of the field of early care and education, including professional development requirements and the WI Model Early Learning Standards.

- Ability to work independently, organize tasks, and shift priorities to manage workflow and scheduling.
- Excellent oral and written communication skills, including presentations and public speaking. Bilingual skills are highly valued.
- Ability to relate to diverse populations and display strong conflict resolution skills as necessary. Ability to communicate clearly to establish and maintain effective working relationships within the project and with early care and education professionals.
- Experience and knowledge working with teams to identify and address implementation barriers and make data-driven decisions. Ability to provide leadership and guidance for the implementation of activities with individuals and with a group.
- Ability to capture and report program data and outcomes, analyze information, maintain records, and prepare accurate and timely reports.
- Strong computer skills in Microsoft Office, Internet and E-mail capabilities and/or ability to learn new software or databases.
- Ability to work evenings and weekends as required.
- Have a valid driver's license and proof of car insurance and ability to travel statewide and remain away from home overnight.

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 duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear and taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals and disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.

Compensation:

- Annual Salary ranges from \$40,000 – \$52,000 (1.0 FTE) depending on experience.
- Time off and benefit policies are available.
- This position is contingent upon grant funding

SFTA is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.