



EMPLOYMENT OPPORTUNITY

Leap Early Learning Partners is a Child Care Resource & Referral Agency that is operated through Augusta University. Our service area includes the following counties: DeKalb, Rockdale, Walton, Newton, Butts, Jasper, Putnam, Greene, Baldwin, Hancock, Taliaferro, Wilkes, Lincoln, Columbia, McDuffie, Warren, Glascock, Richmond, Burke, Jefferson, Johnson, Jenkins, & Morgan.

We are currently recruiting for a **Professional Development Specialist**. The position is outlined below. More details, as well as how to apply, can be found at the bottom of this document.

The **Professional Development Specialist** (PDS) will be responsible for supporting all professional development efforts of the CCR&R. Core duties will include development of training sessions and support materials, supporting efforts to increase Relationship-Based Learning activities throughout region, and ensure supporting the CCR&R Quality Rated work by providing additional capacity-building support to programs, as requested.

General Duties:

- Develop high quality trainings and professional development resources in accordance with state and agency guidelines, as well as identified best practices for adult education.
- Deliver approved trainings throughout service area at times to best meet the needs of our consumers. Provide TOT training to other team members as needed. Coordinate with Team Leaders and TAs to identify strategies to meet the training needs for providers on a TA caseload.
- Assist with implementation of larger training events and support agency efforts to provide Family Child Care conferences throughout region.
- Upon completion of Professional Learning Community (PLC) training, will design/plan PLC meetings throughout designated service area. Prior to completion, will support efforts of others on staff.
- Augment TA efforts by providing additional support, as needed, to programs identified as needing more intensive support, those making little progress, and/or those with identified barriers to address prior to beginning quality improvement TA. As able, address needs for leadership capacity building for providers.
- Maintain necessary documentation and complete reports as requested/required.
- Other duties as necessary to ensure the high-quality services of the CCR&R.

Minimum Requirements:

- Bachelor's degree in Early Childhood, Family & Consumer Sciences or related field and some experience working with groups of young children in a professional setting (including lab schools and structures volunteer programs).
- Ability to maintain confidentiality and maintain accurate data.
- Excellent interpersonal, written and verbal communication skills.
- Ability to research and develop training materials for state approval.
- Proficient in Microsoft Office.
- Detail-oriented with strong planning, time management, analysis, prioritization, organization and multi-tasking skills.
- Proficient in identification, understanding and communication of best practices in early childhood development and education.
- Ability to coordinate events, use various technology tools and systems including, but not limited to virtual learning and Adobe creative software.
- Willingness and ability to occasionally work evenings/weekends.
- Must become a GA State Approved Trainer and must hold a valid driver's license and appropriate insurance.

Desired Qualifications:

- Master degree in ECE or related field
- Two years' experience training or teaching adults and experience in the child care setting
- Familiarity with the state of GA licensing regulations governing child care facilities
- Preference will be given to candidates that have completed PLC Facilitator training.

To apply:

Visit:

Select **External Applicants** → Under **Basic Job Search**, select **Advanced Job Search** → Scroll down and enter the **Job Opening ID: 254988** → Update **Find Jobs Posted Within** to **Anytime**.

Note: If you are unable to find the position using this method, you can also try typing in key words from the job title.

If you have any trouble accessing the website or attaching a resume, please contact Melanie Riney, HR Talent Consultant, 706-721-2408 or Scott Dunlap, HR Assistant, 706-721-2590.