



POSITION DESCRIPTION

Position: **Director of Program Coordination**
Accountable To: Chief Executive Officer, OCCRRA
FSLA status: Exempt
Date Revised: January 20, 2012

JOB SUMMARY:

The Director of Program Coordination is the primary person in charge of statewide coordination of professional development and technical assistance offerings across the infant & toddler, preschool, afterschool, and Step Up to Quality (SUTQ) specialist networks to support the constituents of OCCRRA. Thus the Director of Program Coordination works with all of OCCRRA's programs, products, and services in some capacity.

SUMMARY OF KEY RESPONSIBILITIES:

Statewide Professional Development & Technical Assistance:

1. Supervise and direct Infant & Toddler, Preschool, Afterschool, and Step Up to Quality program initiatives.
2. Assess, develop, refine, and implement trainings, tools, and resources for Infant & Toddler, Preschool, Afterschool, and Step Up to Quality specialist networks.
3. Participate on OCCRRA Professional Development Strategic Leadership Team (PD SLT) co-chairs to develop professional development project work plan and coordinate project team(s) efforts.
4. Coordinate the presentation of the work of the OCCRRA Professional Development Strategic Leadership Team to child care resource and referral agencies and to stakeholders.
5. Coordinate technical assistance delivery across specialist networks.
6. Train trainers on curricula, initiatives, and assessments.
7. Work with committees or task forces to develop professional development and technical assistance trainings, tools and resources.
8. Serve as liaison to state funding agencies to communicate, coordinate, and complete contract deliverables.
9. Manage notices, registrations, and updates for system trainings (such as the PAS).
10. Coordinate to professional development aspects of events.
11. Assist other OCCRRA staff in issues concerning professional development.

Curricula & Assessment:

12. Lead or assist in the development and oversight of curricula across program initiatives (Infant & Toddler, Preschool, Afterschool, and Step Up to Quality).
13. Develop train-the-training offerings, handouts, and materials for program initiatives.
14. Coordinate training and tools for various assessments (i.e., Environment Rating Scale (ERS), Classroom Assessment Scoring System (CLASS), Program Administration Scale (PAS), and Business Administration Scale (BAS)).
15. Coordinate the management of the reliability systems within the network.

Strategic Planning & Reporting:

16. Coordinate strategic planning efforts to improve and strengthen professional development and technical assistance system.
17. Coordinate statewide professional development updates to participants on monthly PD Updates teleconference.
18. Develop professional development and technical assistance system reports as needed.
19. Perform additional duties as they may be assigned by the Chief Executive Officer.

QUALIFICATIONS:

- Master's Degree required. Undergraduate studies in early childhood development, education or related field required.
- Ten years experience in the early childhood or education in at least one or multiple age bands (i.e., infant and toddler, preschool, or afterschool).
- Five years experience developing and implementing professional development offerings.
- Five years experience supervising staff.
- Strong project management skills.
- Experience with assessment/assessment tools and procedures.
- Track record of a proactive work style, organized, and high attention to detail important to success.
- Proficient in Microsoft Office.
- Documented oral and written communication skills, time management skills, and organizational skills.

CONDITIONS OF WORK:

- Full-time position
- Flexible hours varying from the 40 hour week, including occasional evenings & weekend hours & overnight travel. Occasional travel required.
- Benefits available.

OCCRRA
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AN EQUAL OPPORTUNITY EMPLOYER