

# MountainHeart

## Job Description

**Job Title:** Professional Development Team Supervisor  
**Department:** Child Care CCR&R  
**Reports To:** Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Responsible for supervising Professional Development Team staff. Provides training, mentoring, coordination and support to the Professional Development Team.

### **Essential Duties and Responsibilities:**

- Assist Program Director with the coordination, management and supervision of the Professional Development Division.
- Review and approve all PD Team training including modules, lesson plans, handouts, power point presentations.
- Coordinate and approve all PD Team monthly calendars.
- Oversee and coordinate all PD technical assistance with providers.
- Provide annual and ongoing field observations and evaluations of each PD team member.
- Plan and schedule all ongoing PD team meetings, and all planning sessions.
- Coordinate and oversee planning and content for all provider conferences, Super Saturdays and other professional development sessions.
- Assure all PD sessions are WV STARS registered and added to all training calendars.
- Assist all PD Team members with registering, renewing, or maintaining their mandatory career pathway and training credentials on the WV STARS career pathway.
- Assist all PD Team members with registering, renewing or maintaining any other higher education credentialing sources as needed.
- Serve as PD Team representative at Management Team meetings.
- Provide information on PD Team updates and activities to the Program Director.
- Consult with the Program Director to receive feedback, advisement and approval.
- Assist TRAILS staff in maintaining relevant and professional lending systems.
- Work closely with Behavior Consultant to assure standard observation requirements are documented and maintained.
- Checks PD quarterly reports for submission to the State.
- Completes newsletter quarterly, ensures all content is appropriate, and supports best practices.
- Reviews, edits and approves newsletter and training schedule for publication.
- Facilitate provider-training sessions as needed.
- Coordinate and request approval of annual training and professional development for PD Team at regional, state, and national conferences.
- Complete staff observations and evaluations on the PD team members.
- Attend all state meetings and PD training sessions as facilitated by the Division of Early Care and Education.
- Maintain confidentiality at all times.
- Other duties as assigned.

Updated: August 2, 2018

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**Supervisory Responsibilities:**

Supervise Professional Development Team

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self disciplined.

**Education and/or Experience:**

Minimum of a bachelor’s degree in an early childhood/child development field or, upon written request, a related field with at least 15 college hours in early childhood and one-year relevant experience. Meet the qualifications to be an approved trainer through the West Virginia Early Care and Professional Development System.

Must have valid driver’s license. APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges.

**Language Skills:**

Ability to write reports, business correspondence, and procedure manuals.  
Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**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 the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit and reach. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds. Extensive travel is required.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. Work is performed in an office or field setting.

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Employee Signature

Date

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