



**CHILD CARE ALLIANCE OF LOS ANGELES  
PROFESSIONAL DEVELOPMENT AND COACHING COORDINATOR  
Job Announcement**

**Job Title:** Professional Development and Coaching Coordinator  
**Reports To:** Program Director  
**FLSA Status:** Exempt

**Summary**

The Professional Development and Coaching Coordinator is responsible for oversight and coordination of the county-wide implementation of the Gateways for Early Educators (Gateways) and Race to the Top (RTT) professional development and coaching programs for the Child Care Alliance of Los Angeles (CCALA). The **Child Care Alliance of Los Angeles** is a partnership of 10 community-based organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County.

The Gateways professional development and coaching program was developed, designed, and implemented by CCALA and member agencies. The Gateways model offers both a comprehensive training program coupled with individualized support to increase the professional development of early childhood education teachers and providers and improve the quality of child care throughout Los Angeles County.

The Professional Development and Coaching Coordinator will work closely with all Alliance member agencies to ensure effective, efficient and consistent county-wide implementation and evaluation of the Gateways and Race to the Top coaching and professional development programs. This position may also represent CCALA at county and/or state level meetings and provide information or give presentations on the Gateways models to various stakeholder audiences.

**Qualifications**

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, social work, psychology, public health, or related field.
- Minimum of 3 years of experience of relevant experience including working with child care providers and other early childhood education professionals such as trainers, coaches, supervisors or directors.
- Strong knowledge and understanding of child development and developmentally appropriate practices.
- Working knowledge of Los Angeles County's child care delivery system and child care provider population
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Previous experience which demonstrates effective decision-making skills and ability to coordinate complex programs.
- Excellent time management and organizational skills and the ability to determine priorities and to work well under deadlines and with great attention to detail.
- Excellent problem solving skills
- Effective written and verbal communication skills.
- Strong computer skills, including experience with Windows, databases, word processing and spreadsheet software.
- Experience and comfort with public speaking and group facilitation.
- Strong ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program, department and agency.
- Valid CA driver's license and insurance coverage which meets CA standards.



**Essential Duties and Responsibilities** include the following:

- Provide overall coordination and support of the CCALA professional development and coaching programs, working closely with all collaborative partner R&R/AP agencies to ensure effective, efficient and consistent county-wide implementation.
- Maintain project compliance through a detailed knowledge of the Gateways for Early Educators and Race to the Top (RTT) Scope of Work and subcontracts.
- Develop, coordinate and implement comprehensive training plan for CCALA Gateways and RTT coaches based on program requirements and coaching model development.
- Assist the CCALA Program Director and CCALA committee members in the ongoing development and documentation of the CCALA coaching model.
- Maintain effective communication with Alliance agencies, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Assist Program Director in the preparation of timely, accurate reports to LAUP, the LA County Office of Child Care and other funders as needed.
- Assist Program Director in preparing program data reports for funders and stakeholders.

**Additional Responsibilities**

- Participate in events as needed to help maintain CCALA and Gateways/RTT visibility with funders and other current and potential stakeholders.
- Attend designated community meetings and other meetings, as needed.
- Work with CCALA Executive Director, Workforce Development Committee and others to develop sustainability plans and secure ongoing funding as necessary.
- Perform other duties as assigned.

**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 talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

**To Apply:**

Send your cover letter, salary history and resume to:

Fiona Stewart, M.A.  
Program Director  
Child Care Alliance of Los Angeles  
815 Colorado Blvd. Suite C  
Los Angeles, CA 90041

Or email documentation to: [fiona.stewart@ccala.net](mailto:fiona.stewart@ccala.net)

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8/29/2014