



CHILD CARE ALLIANCE OF LOS ANGELES
California Early Care and Education Workforce Registry
REGISTRY PROFESSIONAL DEVELOPMENT COORDINATOR JOB DESCRIPTION

Job Title: Registry Professional Development Coordinator
Department: Registry
Reports To: Registry Director
FLSA Status: Non-Exempt
Effective Date: October 2022
Location: Hybrid, Flexible within CA

SUMMARY

The Registry Professional Development Coordinator will support training organizations, trainers, and training participants across the state with integration and alignment with the California Early Care and Education Workforce Registry (the Registry). This position will work to support professional development (PD) training organizations and trainers already using the Registry Training Module as well as bring entities and individuals on to the California ECE Workforce Registry, interface with agency leaders to increase understanding and use of the Registry and work closely with our Registry management team to advance the adoption of the Registry statewide.

Candidates must have experience in Early Childhood Education (ECE), reside in California, and have experience in data collection and analysis. The coordinator will organize and deliver webinars, remote training and technical assistance, as well as in person trainings throughout California.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work in close collaboration with the Program Director and Registry Program Manager to coordinate with training organizations to develop strategies and approach for training organizations, trainers, and ECE Workforce members to use the Registry for PD initiatives and programs.
- Increase training organizations and trainers understanding of and capacity to support ECE workforce initiatives.
- Develop and deliver presentations and materials to explain, promote, and encourage Registry use and alignment with professional development initiatives.
- Promote the Registry by participating at various meetings and events, serving as a resource/leader for Registry training module/calendar use and distributing materials to stakeholders.
- Support training organizations with increasing Registry participation of ECE practitioners, support approved training organization trainers and staff, and promote training participation, tracking, and reporting.
- Follow up with stakeholders and guide process towards completion of shared goals, including using the Registry to post, track, and report on training participation.
- Develop (write and edit) training and technical assistance materials in collaboration with Registry team members, including e-newsletters, training modules, and user guides.
- Provide ongoing technical assistance and help desk support to training organizations, trainers, and training participants.
- Support ongoing improvements to the Registry database to ensure project success.
- Assist with writing reports and disseminating project information as required and/or necessary to Registry funders and community partners.
- Represent CCALA and the ECE Workforce Registry at meetings as needed for the



purposes of promoting the Registry and generating community support and participation.

- Support implementation of new initiatives as needed.
- Travel throughout California as necessary to integrate Registry use at the county level.
- Build positive workplace relationships and work as a collaborative and reliable team member.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS

- BA/BS degree required. Master's degree preferred.
- Knowledge of and experience in the ECE field and understanding of the unique issues and challenges facing child care providers and the organizations that serve them.
- Understanding and knowledge of local and state ECE professional development, quality improvement, and educational initiatives and systems.
- Demonstrated ability to work independently, prioritize, and meet tight deadlines.
- Strong interpersonal and communication skills; ability to articulate ideas verbally and in writing with a wide variety of audiences and diverse client populations (in person and online).
- Ability to work collaboratively with others within and across organizations
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities.
- Ability to use and understand the use of data systems, data collection, and reporting.
- Experience providing technical assistance, consultation, training and support to those working in the ECE field, particularly to trainers and/or training participants, preferred.
- Strong presentation skills and ability to facilitate presentations and conversations towards systems- level goals and outcomes.
- Willingness to take direction and contribute to the greater vision and goals of the Child Care Alliance of Los Angeles and Registry department and collaborate as part of a greater team.
- Demonstrated capacity to be thorough and detail oriented, particularly as it relates to data cleaning and communications.
- Ability to exercise confidentiality, discretion, problem solving skills, and good judgment
- Adept with Microsoft Outlook, Word, Excel, Publisher and Power Point
- Ability to travel occasionally throughout the state and occasionally, national conferences.
- Valid CA driver's license and insurance coverage which meets CA standards
- Must be a California resident

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures
- **Change Management** - Develops workable implementation plans; Communicates changes effectively;



Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS and WORK ENVIRONMENT

- 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, 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 the ability to adjust focus.
- 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 with 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 usually moderate.
- To keep our workforce safe, proof of COVID-19 vaccination is required. Reasonable accommodations will be considered.

SALARY RANGE:

Competitive salary, commensurate with prior experience, education, skills, and abilities. The hourly pay rate range is \$30.00 to \$34.00 per hour. Regular full time position with a competitive benefits package of \$900/monthly employer contribution for health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is non-exempt. The programs referenced in this job announcement are contingent upon grant funding.

For immediate consideration, send resume and cover letter to:

Registry Professional Development Coordinator – Job Description September 2022



Email: [hiring@ccala.net](mailto: hiring@ccala.net). Please include the job title in the subject line.

Email submissions only.

No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position. The programs referenced in this job announcement are contingent upon grant funding.

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

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions, or any other legally protected status.

For more information about the Child Care Alliance of Los Angeles please visit our website at:

<http://www.ccala.net/>