



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**Quality Start Los Angeles**  
**Professional Development Manager**

**Job Description**

**JOB TITLE:** Professional Development Manager  
**DEPARTMENT:** Quality Start Los Angeles  
**REPORTS TO:** QSLA Director  
**FLSA STATUS:** Exempt  
**LOCATION/CLASSIFICATION:** Hybrid

**SUMMARY**

The Professional Development Manager is responsible for the administration, implementation, alignment, and monitoring of the professional development offerings for early educators that the Child Care Alliance of Los Angeles (CCALA) administers on behalf of the Quality Start Los Angeles (QSLA) program. The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent, and quality early care and education throughout Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

Quality Start Los Angeles (QSLA) is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Los Angeles County Office for the Advancement of Early Care and Education (OAECE), PEACH, and First 5 LA. Working in partnership, we continue to build a system for improving early care and education quality for LA County.

The Professional Development Manager oversees all aspects of the CCALA QSLA professional development programs, including the annual training planning, collaboration and alignment of training with internal and external training partners, goal-setting, and identifying new or innovative ways to ensure the training and professional development needs of all early educator types are met. The Professional Development Manager brings knowledge and experience with early childhood professional development tools and content, ECE competencies, adult learning strategies, as well as a bigger picture system building perspective to this position. The Professional Development Manager also collaborates with QSLA committees and other local or state professional development programs to promote integration and collaboration to increase access to professional development supports for early care and education providers across LA County.

**DUTIES AND RESPONSIBILITIES**

- Work closely with the QSLA Program Director, E-Learning Supervisor, QSLA partners, the CA Early Care and Education Workforce Registry, local Resource and Referral (R and R) agencies and all collaborative partners to ensure effective, efficient, and consistent county-wide professional development implementation.
- Oversee and support the development and coordination of a comprehensive professional development plan, based on data, provider input, and budget for QSLA participants to meet all project scope of work deliverables.
- Collaborate with local and statewide training vendors and create partnerships with organizations that offer trainings aligned with QSLA provider needs to broaden available QSLA training opportunities.



## **CHILD CARE ALLIANCE LOS ANGELES**

- Create an equitable system of trainings for early educators, of all experience levels and program types that is based on documented needs of the providers and the languages they speak.
- Manage, lead and provide on-going reflective to support CCALA's experienced QSLA training staff and consultants that encourages their own professional growth to ensure ongoing quality improvement of training services.
- Ensure consistently high quality of training offerings in a variety of styles and formats (virtual, in-person, hybrid, etc.).
- Advocate with funders on behalf of team and early educators to best meet their needs with training and support opportunities.
- Effectively and efficiently manage the training budget to achieve program goals.
- Support team in creation of new content, based on provider needs and trends in the field, including trainings, videos, written articles, and other resource materials.
- Provide strengths-based feedback and guidance on the development of new content and resources.
- Generate innovative and creative ideas for new content, new formats, and new service delivery to meet the changing needs of early educators.
- Collaborate with E-Learning Supervisor to ensure on-going communication between Training and E-Learning Teams about courses in development for QSLA Connect.
- Manage workflow of live and self-paced courses between training and E-Learning team to ensure timely completion of materials, forms and other documents needed by each team.
- Assist QSLA Program Director and QSLA Quality Improvement Manager in the preparation of timely, accurate reports for submission to the LA County Office of Education and other funders as needed.
- Regularly analyze data to monitor Impact of trainings and other professional development offerings and make decisions, identify issues and successes, etc.
- Support with additional special projects that arise due to additional funding.
- Attend designated project or agency meetings and other meetings, as needed.
- Perform other duties, as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervise several employees within the Quality Start Los Angeles training department.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; ongoing performance assessment, monitoring, and support; addressing complaints and resolving problems.
- Lead monthly meetings with QSLA staff and other project partners as needed; create agendas, schedule Zoom/team events, maintain notes, etc.

### **QUALIFICATIONS**

- Bachelor's Degree (BA) from four-year college or university; Master's degree, or equivalent experience, preferred in child development, education, social work, psychology, public health, or related field.
- Minimum of 5 years of relevant experience including working with childcare providers and other early childhood education professionals such as trainers, coaches, supervisors, or directors, including previous supervisory experience.
- Experience creating, planning, and providing trainings to adult learners, including educators, administrators, and/or families.
- Experience adapting curriculum to different audiences or formats.
- Familiar with implementing trainings that align with adult learning theory, and the ECE competencies.
- Strong training and meeting facilitation skills, using both virtual and in-person formats.
- Experience with live and self-paced course creation and implementation, preferred.



- Strong working knowledge of the Los Angeles early care & education delivery system and provider population and its current quality improvement efforts.
- 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 organizations.
- Strong communication skills, both verbal and written.
- Experience with the Strengthening Families Protective Factors and using a strength-based perspective in the support of others.
- Experience working across departments to complete projects.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Previous experience which demonstrates effective decision-making and problem-solving skills and an ability to coordinate complex programs.
- Adaptable and experienced at managing programs with changing expectations or deliverables.
- Experience leading hybrid and/or remote teams, preferred.
- Strong time management and organizational skills and the ability to determine priorities and work under deadlines with great attention to detail.
- Experience managing and preparing budgets for a team or department.
- Willingness to learn from others and take a collaborative approach to projects.
- Strong computer skills, proficient in Microsoft Office and Google Suite products, project management software, as well as virtual meeting software such as Zoom or Microsoft Teams, etc.
- Self-motivated, innovative, and able to work independently on multiple tasks.
- Bilingual English/Spanish or Bilingual English/Chinese, preferred.
- Valid CA driver's license and insurance coverage which meets CA standards, if using personal vehicle for work related travel.

#### **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 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. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate.

Compliance with federal, state, and local guidelines and laws is required.

#### **SALARY RANGE:**

Competitive salary, commensurate with prior experience, education, skills, and abilities. The salary range is \$74,880 - \$80,000 annually. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is exempt. The programs referenced in this job description are contingent upon grant funding.

**For immediate consideration, send your resume and cover letter to:**

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 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/>

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*