



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the Workforce Development Division! Go to our job board to apply: [job board](#)

The Professional Development Coach I job at a glance

General Summary

Under general supervision, the Professional Development Coach provides on-site and quality improvement coaching and promotes professional development access and attainment to childcare providers. The Professional Development Coach provides service to providers, specifications of the cases are grant dependent. The Professional Development Coach builds and maintains relationships, provides mentoring and resources, creates and facilitates professional development plans, and connects growth opportunities to the providers served.

This position is full-time and field-based, and requires regularly working a non-traditional schedule (i.e., weeknights and weekends)

Core Benefits!

- **Field based** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC **covers approximately 90-100% of employee and dependent** medical and dental coverage, and **90%** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1st 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, the Professional Development Coach performs the following responsibilities:

Coaching & Mentoring 60%

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- Provide onsite-based professional development coaching visits. Travel to the provider's location to do so.
- Coach participants to ensure participant observations, assessments, age-appropriate activities, lesson plans, and portfolios are completed.
- Model appropriate curriculum. Practice and act as a resource for participants on participant development, quality childcare, and professional development topics.
- Assist participants in creating a professional development plan, setting goals, and selecting strategies in accordance to program requirements
- Assist and introduce participants to assessment and screening tools related to Early Childhood Education, such as the Environmental Rating Scale and Desired Results Developmental Profile.
- Share feedback and information to help participants realize progress made through a structured evaluation approach.
- Share information with providers on parent education and engagement opportunities in CCRC agency, Early Childhood Education programs, and in their community.
- Support providers with the appropriate educational materials and resources that promote positive participant outcomes that can be shared with parents.

Participant Training and Engagement 20%

- Facilitate and/or present to Early Childhood Educators at professional development trainings on participant development topics, Early Childhood Educators (ECE) competencies, and other appropriate activities. Travel as needed to conduct training activities.
- Assess and guide participants on their status toward achieving development permits in accordance with the Child Development Permit Matrix issued by California Teacher Credentialing (if applicable to program).
- Build connections with local, higher education institutions to facilitate ECE professionals with current resources and practices in the field and connect childcare providers to educational opportunities.
- Facilitate professional learning cohorts and networking opportunities for ECE professionals.

Monitoring & Compliance 20%

- Ensure participants remain in compliance with Community Care Licensing regulations and other state funding terms and conditions in accordance to specified programs.
- Remain current on community resources and ECE program practices and assessment tools.
- Conduct progress monitoring of program activities and enter progress reports in database(s) in accordance with program deadline compliance.
- Measure and monitor Early Childhood Education environments and program activities for quality assurance purposes. Ensure accountability of participants and provide ongoing support for meeting program requirements.
- Assist supervisors in the preparation and submission of reports by program deadlines.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

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- Represent the program and agency during local events, including professional fairs, conferences, workshops, visits, program meetings and events.
- Attend and participate in professional development trainings, and/or certifications.
- Submit monthly reports to supervisor.
- Perform other duties, as assigned.

Job Specifications

Minimum Required

- **Education:** Associate's Degree in Early Childhood Education or related field.
- **Experience:** Two years of teaching experience working with children, families and/or childcare providers.
- **Professional/Technical Certifications:** Holds or the ability to obtain or qualify for CPR and First Aid Certification.
- **Technical Requirements** - List specifics:
 - Technical Requirements – Basic Excel, Word, PowerPoint, Outlook
- **Bilingual Required:** Ability to converse in English and Spanish
- **Behavioral:**
 - Possess effective communication skills while professionally working with adults and children. Ability to demonstrate a professional attitude towards program participants.
 - Ability to work professionally with all clients.
 - Ability to communicate effectively both orally and in writing.
 - Possess knowledge and understanding of child development and standard educational practices
 - Ability to use effective problem-solving, critical thinking and conflict resolution skills.
 - Ability to complete projects under tight deadlines even when there are competing requirements and a change in assignment.
 - Experience facilitating groups independently and/or co-facilitating groups.
 - Experience working with adult learners and various client populations.
 - Familiarity with family childcare providers, and childcare centers.
 - Cooperative work, effective organization and customer service skills; collaborative teamwork, ability to make independent decisions/judgement, and the ability to work in challenging environments
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
 - Adheres to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adheres to technological security in accordance with Agency policy and legal requirements.

- **Travel:** This position requires 15% of travel. Travel may involve attending meetings, trainings, CCRC sponsored events and conferences throughout the nation. Some overnight travel may be required. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- **Work Schedule:** The schedule is full time and must have the availability to work in the field or remotely, as needed. Ability to work a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work environment:** Work performed in office, remote location, or at childcare site location. There are opportunities for work outside while supporting the team at CCRC sponsored events.
- **Background & Health Clearance Requirements: Head Start / CCP;**
 - **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
 - Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Early Care & Learning Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Early Care & Learning Program Performance Standards 1302.93)
 - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
 - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Early Care & Learning Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Preferred

All minimum requirements above met, plus:

- **Education:** Bachelor's degree in Early Childhood Education or related field.
- **Experience:** Three years' teaching experience working with children, families and/or childcare providers,

Early Care and Education, and/or related fields, or any combination of education and experience which would enable the candidate to successfully perform the functions of the position.

- **Professional/Technical Certifications:** Holds or the ability to obtain a Site Supervisor Permit.

- **Technical Requirements** – In addition to above (list specifics):
 - Proficiency in Windows based programs and data entry experience.
 - Intermediate or Advanced Excel, Word, PowerPoint.
- **Bilingual preferred.** Ability to read, write and/or translate in English and Spanish

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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