



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 900+ 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 II job at a glance

General Summary

Under general supervision, the Professional Development Coach will assist providers participating in Workforce Development or division initiatives. The Coach will provide instructional support, mentoring, and coaching to providers to enhance the quality of early care and education. Conduct visits to providers to support the adherence to Community Care Licensing Regulations, Environmental Rating Scale (ERS), and Quality Rating Improvement Systems (QRIS) Standards. The Professional Development Coach builds and maintains relationships with child care professionals, provides mentoring and resources to help providers integrate new information into child care practice, facilitates the development of an individualized professional development plan, and connects providers to professional growth opportunities.

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, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **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

Coaching & Mentoring 60%

- Provide onsite and field-based or virtual professional development coaching visits

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- Coach participants to conduct child observations, assessments, age appropriate activities, lesson plans complete child portfolios, licensure and/or expansion with Community Care Licensing.
- Model developmentally appropriate curriculum and practice and act as a resource for participants on child development, quality childcare, and professional development.
- Assist participants in developing a professional development plan, setting goals and selected strategies in accordance to program requirements (i.e. CCL compliance, QRIS Matrix)
- Assist participants in becoming familiar with Assessment/screening tools related to Early Childhood Education such as (ERES, DRDP, CLASS, ASQ...)
- Share feedback and information and help reflect on progress through a “Strength Based Approach” to participants
- Outreach and recruit potential participants (if applicable to program)

Participant Training and Engagement 20%

- Facilitate and/or present to Early Childhood Educators professional development trainings on child development topics, Early Childhood Educators (ECE) Competencies, different curriculums, and other developmentally appropriate activities through virtual or onsite instruction and facilitation.
- Assess and guide participants on their status toward achieving child development permits in accordance to 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 to link child care 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 funded funding terms and conditions in accordance to specified programs.
- Remain current on Early Childhood Education program practices and assessment tools as well as community resources.
- Conduct progress monitoring of program activities and enter progress reports in database(s)
- Ensure accountability of participants and provide ongoing support for meeting program requirements
- Assist supervisors in the preparation and submission of timely reports
- Measure and monitor Early Childhood Education environments and program activities for quality assurance purposes

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Represent the program and agency at outreach events in the community, including community fairs, conferences, workshops, visits, program meetings and events.
- Ability to honor social, cultural and ethnic diversity of clients.

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- Attend/participate in professional development trainings, and/or certifications.
- Submit monthly reports to supervisor.
- Other duties as assigned.

Job Specifications

- The Professional Development Coach is required to carry case load of 10-30 providers, specifications of the cases are grant dependent.
- **Education Requirements-**
The Professional Development Coach is required to meet the educational guidelines of the grant from which the position is funded:
 - **Office of Head Start Grant** -- Bachelor's Degree in Child Development, Early Childhood Education or related field required, including a minimum of 24 semester units in Child Development or Early Childhood Education required.
 - **Other identified grants** – Bachelor's Degree in Child Development, Early Childhood Education or related field preferred, including a minimum of 24 semester units in Child Development or Early Childhood Education preferred; or any combination of education and experience which would enable the candidate to successfully perform the functions of the positions.
- **Experience Requirements-**
 - Three years of experience working with Child Care Center settings required.
 - Three years of experience of working with children, families, and/or child care providers required, four years of experience preferred.
- Hold or qualify for Site Supervisor Permit
- Strong knowledge and understanding of Child Development & Developmentally Appropriate Practice
- Experience facilitating groups independently and/or co-facilitating groups
- Experience and ability to work with adult learners and diverse client populations
- Familiarity with Family child care provider population
- Knowledge of curriculum development and instructional design techniques and practices
- Ability to use effective problem-solving and conflict resolution skills
- Ability to communicate effectively both orally and in writing
- Ability to coordinate a variety of schedules and work independently with limited direction
- Ability to complete projects under tight deadlines even when there are competing requirement and changes in assignment.
- Excellent organizational and communication skills; ability to successfully interface with others (bi-lingual preferred)
- Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors, agency staff, and the Public
- Ability to be flexible and innovative, as the needs of the program evolve (including flexible work hours), to support departmental and agency programs
- Ability to complete projects under tight deadlines even when there are competing requirements and changes in assignments
- Proficiency in Windows based programs and data entry experience required
- Automobile, auto insurance, California Driver's License and clean DMV record

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- Provide documentation of required TB and fingerprint clearance
- Ability to work a non-traditional work schedule including evenings and weekends

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	1-2	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.	☒	☐	☐	☐	☐
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.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☒	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☒	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☐	☒	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☒	☐	☐	☐
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.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☒	☐	☐	☐	☐
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☒	☐	☐	☐
Pulling: Using upper extremities to exert force to draw haul or lug objects in a sustained motion.	☐	☒	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☒	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☒	☐	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☒	☐	☐
Sitting: Particularly for long periods of time.	☐	☐	☐	☒	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☐	☒	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
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.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☐	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	☒
Walking: Moving about on feet to accomplish tasks.	☐	☐	☒	☐	☐

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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.