

## Professional Development Coordinator (PD Coordinator)

**Background:** Grail Family Services (GFS) fosters learning and the empowerment of vulnerable families with young children through the delivery of programs that educate, develop leadership skills, and build a sense of community. Grail Family Services is an established and well respected service provider in East San Jose. As such, hundreds of community residents walk in our family resource center to participate in our services, to get referrals, or use our Children’s Library on a daily basis. We serve an average of more than 1500 residents, children and their parents/caregivers annually through fourteen distinct programs and services at on site and off site locations. For more information, please see our website at [www.gfsfamilyservices.org](http://www.gfsfamilyservices.org).

**Position Summary:** The Professional Development Coordinator (PD Coordinator) position is a funded under the FIRST 5 of Santa Clara FRC Initiative. The PD Coordinator will lead the engagement and provision of training, support, coaching, and technical assistance to licensed family child care providers through the SEEDS Family Child Care Provider Program. The PD Coordinator will collaborate with family child care providers to promote families and children’s access to FRC programs and services. Finally, the PD Coordinator will be involved in coordinating and delivering other professional development trainings and coaching to providers that may include teachers, licensed and unlicensed child care providers, service providers, and others.

### The PD Coordinator will:

1. Serve as the lead SEEDs Coach for their respective region, in planning and implementing a year round SEEDS FCCP Program, providing training and coaching to identified FCCP participants.
2. In collaboration with FIRST 5 staff attend and complete the appropriate SEEDS trainings, which include, but are not limited to:
  - SEEDS FCCP Train of Trainers
  - SEEDS of Relationship-Based Coaching
  - Evaluation Plan and Tools
  - Additional Trainings as identified
3. Plan and execute implementation of SEEDS professional development for Family Child Care Providers (FCCP). Responsibilities include:
  - a. Identify and connect with licensed FCCP in the community
  - b. Engage, outreach, and enroll FCCP in the SEEDS FCCP program
  - c. Ensure accuracy and completion of all appropriate SEEDS FCCP program forms and submit to FIRST 5 Staff in a timely manner.
  - d. Fulfill evaluation, assessment, and data collection responsibilities, including pre and post assessment of early literacy environment and children under the care of FCCP
  - e. Administer developmental and behavioral health screenings of all children under the care of FCCP
  - f. Schedule and provide weekly, 2-hour on-site coaching visits with SEEDS FCCP participants that include: observation, one-on-one meetings, technical assistance, and reflective practice.
  - g. Develop strategies to ensure all FCCP participants, and the families they serve, are informed of the available FRC programs, services and resources.
  - h. Collaborate with FIRST 5, to ensure the SEEDS FCCP program is implemented to the fidelity of the model.
4. Plan and deliver other professional development trainings to providers that may include teachers, licensed and unlicensed child care providers, service providers, and others. This training may include GFS’ Building Blocks of Parenting Professional Development training.
5. Promote interagency collaboration amongst community agencies to leverage programs, services, activities and resources.



6. Participate in Medi-Cal Administrative Activities (MAA) tasks, and complete and submit appropriate reports.
7. Assist other FRC staff to engage and provide training, support, coaching, and technical assistance to licensed family child care providers through the SEEDS Family Child Care.
8. Complete all reporting requirements for grants that fund the above project.

**Qualifications:**

- BA degree in education, child development, or related field required
- At least two years of experience in providing services to families with young children
- Experience in addressing the needs of multi-cultural, low-income and underserved families
- Ability to work closely with different professionals as part of a multidisciplinary team
- Strong time management and organizational skills
- Strong commitment to quality services
- Ability to think strategically and creatively
- Strong facilitation skills and ability to present ideas publicly
- Experience conducting professional training strongly desired
- Knowledge of/familiarity with East San Jose resources preferred
- Proficient in use of computer software including MS Word, Excel, PowerPoint, Outlook
- Bilingual English/Spanish required, with excellent written and oral skills in both languages
- Must have valid California driver's license, insurance, and reliable transportation.
- Ability to make a one-year commitment

**Compensation and Benefits:**

- Full time position must be willing to work some evenings and/or weekends
- Salary is commensurate with experience
- Medical and Dental Benefits
- This position reports to the Director of Programs

**To apply please send resume and cover letter to:**

[nhurtado@gfsfamilyservices.org](mailto:nhurtado@gfsfamilyservices.org)

2003 E. San Antonio St, San Jose, CA. No Phone calls; email inquiries please.

***GFS is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants***