

REGION VI PROFESSIONAL DEVELOPMENT MANAGER

• Head Start and Children's Services •

Coordinate training and coursework between early education programs in the region and Educator Provider Support (EPS) grantees to ensure quality of services. Develop lines of communication between the communities served and the EPS grantees. Work with service providers that implement EPS courses and monitor activities to ensure timely submission of monthly reports and invoices. Conduct outreach to the EPS Region VI communities in Boston's metro west. Document and provide technical support for trainings and coursework offered by service providers. Work with the Region VI EPS team to meet the Department of Early Education and Care (EEC) requirements. Respond to requests from the field for support and information about available professional development, coaching and mentoring opportunities. Manage up-to-date and accurate data entry in the Region VI database. Analyze data and generate relevant reports for ongoing monitoring. Perform other related duties as required.

Minimum of a Bachelor's degree in Early Childhood Education, School Age Education or a related field required. Master's degree in Early Childhood Education, School Age Education or a related field preferred. Must have at least one to three years of relevant experience as an administrator, professional development specialist or consultant in the early education and care or out-of-school field required. Must be able to work with non-traditional early childhood educators. Working knowledge of Microsoft Word, Excel and other relevant software required. Experience using Google documents and performing data entry preferred. Bilingual skills preferred. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

All applications and inquiries should be directed to the Human Resources Department, 178 Tremont St., Boston, MA 02111, Fax: (617) 423-7693, or email hr@bostonabcd.org

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