

Action for Children



Professional Development Instructional Coach

Who We Are

Action for Children is the local child care resource and referral agency in central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

This individual is responsible for designing and implementing professional development trainings for child care professionals, providing one-on-one coaching, and supporting the Professional Development (PD) program. The PD Specialist is part of the PD Team, and reports to the PD Coordinator and the Program Manager for Professional Education. Trainings are both in-person and virtual. Some travel within central Ohio is required, with advance notice. This position requires evening and weekend hours to align with our training schedule. There may be opportunities to expand work responsibilities based on employee motivation and skill, and AFC need.

In this role, you will

- Provide one-on-one coaching and support ECE professionals to enhance skills and professional goals
- Assist in establishing coaching goals with ECE professionals and monitor progress
- Prepare materials and rosters for training sessions
- Record attendance/participation into our database per Action for Children protocols
- Collaborate with community stakeholders, contract trainers, early care and education (ECE) professionals, and PD Program staff to produce and deliver high-quality, developmentally appropriate training experiences
- Communicate regularly and effectively with PD Coordinator and other AFC staff
- Complete other duties as assigned to further program goals and support the Action for Children mission

Successful candidates will have

- A degree in Early Childhood Education, Human Development, or a related field
- Strong understanding of adult learning principles and instructional design
- Demonstrated understanding of foundational concepts in early childhood language and literacy education
- Demonstrated understanding of high-quality, developmentally appropriate care and education practices
- Positive and professional written and spoken communication
- Comfort and confidence engaging groups of adult learners
- Comfort with greeting clients and representing Action for Children
- Demonstrated proficiency with technology including MS Office, PowerPoint, and Zoom/video conferencing software; familiarity with data management software a plus

Action for Children



- Respect and care for people of all cultural, racial, gender, religious, linguistic, and socio-economic backgrounds
- Respect and care for early childhood educators, child care programs, and the children and families they serve

Desired but not Required

- Spanish, Somali, Arabic, Nepali or other language in addition to English; signing bonus available for fluency
- Experience with data management software
- Experience with the Ohio Professional Registry
- Knowledge of Step Up to Quality and licensing rules
- Experience with asynchronous instructional design
- Child Development Associate (CDA) credential

Why You'll Love To Work at Action for Children

- We offer Medical, Dental, and Vision coverage after 30 days of employment
- We promote a balanced work-life company culture. We offer a generous PTO plan including vacation, sick, and personal time. This includes 9 paid holidays and 4 floating holidays.
- We embrace parenthood with 12 weeks of paid parental leave
- We help you plan for your future by offering a 403(B) with an employer match

How To Apply

Interested individuals should apply online at:

[Recruitment \(adp.com\)](https://adp.com)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

**Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. **