

HONOLULU COMMUNITY ACTION PROGRAM, INC.
POSITION DESCRIPTION

POSITION TITLE : STAFF DEVELOPMENT AND TRAINING SPECIALIST

SALARY RANGE : 13

FLSA STATUS : Exempt

REPORT TO : Head Start Assistant Director

SUPERVISES : N/A

INTRODUCTION

The Head Start Staff Development and Training Specialist is responsible for assisting Head Start staff in their career development paths and with the development and security of training activities and resources for the overall Head Start Program.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES includes the following.

- Develops a program-wide systematic approach to training and development for Head Start staff and parents that includes opportunities for both internal and external resources for training and professional development.
- Responsible for oversight of Training and Technical Assistance Budget
- Coordinates the federal Training and Technical Assistance grant requirements, including the development and delivery of in-service training and Policy Council training, securing consultants as needed, conducting program evaluations, and reporting on activities to the Head Start Policy Council and Board of Directors.
- Collaborates with Head Start Program Managers to meet Head Start Performance Standards for staff qualifications and ongoing training and professional development needs.
- Provides mentoring and on-site training for all new Head Start staff, including orientation and guidance to Head Start goals and program expectations.
- Collaborate with Human Resources to maintain professional development training database
- Collaborates with community resources to secure training consultants to help the program meet its mandates regarding program design and management, parent and community partnerships, and early child development and health services.
- Establishes and maintains memorandum of agreements with institutions of higher education to ensure that appropriate career path counseling is accessible for Head Start staff.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A Bachelor's degree in Early Childhood Education, Education, Social Sciences, Human Development, Counseling or related field.

EXPERIENCE

Four (4) years of full time experience in early childhood education and care, information and referral service, or curriculum development.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations : indoors			X
Work Locations : outdoors			X
Work Locations : sitting		X	
Walking/standing			X
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs)		X	
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc		X	
Travel - inter-island		X	
Travel - long distance (mainland, international)			X
Use standard office equipment (including PC keyboard)			X

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, government agencies, and the general public.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a valid driver's license and daily access to an automobile that is properly licensed and insured.
- Must show evidence of current physical examination and TB test, no older than 6 months prior to employment.
- Must furnish proof of recent State of Hawaii "Criminal History Record Clearance" and FBI background check.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be able to work independently and be capable of using full professional understanding of the methods, techniques, and materials utilized in training programs.
- Knowledge of and agreement with the goals and objectives of the Head Start program and its interdisciplinary team approach towards the needs of the entire family.
- Ability to communicate and work effectively with people of diverse social, economic, and cultural backgrounds with emphasis on preschool children and their families.
- Must be able to work flexible hours, occasional evening and weekends.
- Bilingual/bicultural skills preferably in Samoan, Filipino, Vietnamese, Chinese, Laotian, and Micronesian.
- Ability to write clear, concise and effective reports, proposals, letters, etc.

BENEFITS

- Company paid life insurance and health insurance.
- Paid time off including vacation, sick leave and paid holidays.
- Retirement benefits.