



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

# Champaign County Regional Planning Commission POSITION DESCRIPTION

**Position Title:** Professional Development & Instructional Leader

**Reports To:** Child Development Services Manager

**Supervises:** None

**FLSA Status:** Exempt

## Position Purpose:

The Professional Development & Instructional Leader assists with supporting education staff (teachers, teacher assistants, and home visitors) to refine their practices, improve instructional quality, and achieve mastery as early childhood professionals. The Professional Development & Instructional Leader responsibilities support high quality consistency across programming.

## Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Manage program implementation of curriculum, assessment tool, and any supplemental materials. Align program practices and standards to support quality implementation.
- Implement the Practice-based Coaching Model in accordance with the agency professional development pyramid model.
- Assists with the establishment and maintenance of developmentally appropriate practices to meet the individual needs of each child, including children with special needs.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

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- Collaborate with classroom education staff to develop individual practice-based coaching goals for identified staff members.
- Develop and facilitate a professional teacher learning community focused on instructional excellence.
- Conduct regular observations in all assigned classrooms and maintain records.
- Engage education staff in individual and reflective coaching to discuss observations and develop a plan to strengthen challenging areas and build on areas of strength.
- Conduct CLASS observations three times yearly.
- Support peer observation and learning between classrooms/sites.
- Participate in professional development opportunities, including workshops and conferences, to bring new and emerging best practices into the program.
- Identify resources and materials that will support instructional quality and integrate them into program practices.
- Provide training and presentations at in-service and other professional development events.
- Identify, provide and/or coordinate needed training for staff and parents in child development.
- Participate in program improvement and strategic planning activities.
- Represent the program in the community. Assists with providing community education, develops partnerships, and presents a positive image of Head Start and Early Head Start.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Perform other duties and responsibilities as assigned.

### **Required Knowledge:**

- At a minimum, bachelor's degree in Early Childhood Education or Child Development.
- Valid Illinois Professional Educator's License with an Early Childhood Endorsement preferred.
- Experience as an early childhood educator and experience as a coach or supervisor of educators preferred.



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- CLASS observer certified preferred.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruitment, staffing, and operations management preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

### **Essential Functions:**

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- use oral and written communication, and interpersonal and management skills necessary to effectively supervise staff, relate to children, families, and community agencies
- adhere to the bargaining unit contract
- utilize technology to meet program requirements
- work in a fast-paced work environment
- adjust to change frequently
- work independently and meet strict deadlines
- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children and/or families
- coach staff and provide reflective supervision
- document and provide feedback on employee performance and accountability
- manage projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems



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- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- conduct classroom observations
- complete health and safety assessments of the facility
- monitor program operations
- reinforce curriculum and classroom management methods
- lead trainings and meetings
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- Sit, stand, and walk 80% of workweek
- travel 20% of work week
- lift and carry a child up to 50 pounds

#### **Work Environment:**

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Occasional adjustments of office/classroom furniture
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may fluctuate depending on visitors within the office or centers
- Frequent near-vision use for reading and computer work
- Travel to meetings, trainings, and other work sites



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**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council:                      March 25, 2019

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_



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