



## **Job Classification Description**

**PROJECT DIRECTOR OF NORTHERN LIGHTS CAREER DEVELOPMENT  
CENTER  
NON-BARGAINING UNIT**

**GRADE 14  
EXEMPT**

### **BASIC FUNCTION**

To design, direct and implement with Northern Lights staff and key partners, a comprehensive and unified statewide professional development system for early childhood and after school professionals, under the Vermont Department of Children and Families, Child Development Division grant outcomes.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- With key partners, design and implement enhancements that promote quality, accessibility and alignment of early childhood and professional development systems in Vermont.
- Oversee, monitor and evaluate the major activities of professional development systems for early childhood and afterschool professionals in Vermont, in accordance with the academic policies and activities of the Community College of Vermont and the Vermont State Colleges, the goals of the Department of Children and Families- Child Development Division and other key partners in the state.
- Participate in and support the Professional Preparation and Development committee as an Advisory board of Northern Lights Career Development Center, and serve on related committees and/or boards and participate in state, regional and national affiliations in the best interest of the program.
- Oversee and monitor the generation, implementation and distribution of outreach information and materials including training, documents, updated website and other technology based activities related to professional development and the work of Northern Lights Career Development Center state wide and nationally.
- Oversee and advocate for accuracy and usefulness of the professional development sections in the Department of Children and Families Bright Futures Information (data management) System.
- With key partners, plan, implement, oversee and monitor the design, alignment and access to quality early childhood and afterschool career pathways, related curricula and credentials/certificates in Vermont.
- With key partners, plan, implement, oversee and monitor the design, alignment and access to quality instruction and other supports for the professional development of the early childhood and afterschool workforce.
- With oversight by the CCV supervisor, hire, train, evaluate and supervise Northern Lights staff and consultants.

- Establish, maintain and monitor agreements and contracts with Resource Development partners, contractors providing technical support to Northern Lights, and others as needed.
- Generate and use a workplan with Northern Lights staff, based on the established goals and outcomes to provide evidence and track ongoing activities and results.
- Propose and then oversee program operating budget, including: management and disbursement of program funds, grants management, and grant writing as needed.
- Prepare a variety of administrative and management reports relating to statewide program activities, data, financial and other informational areas.
- Confer regularly with CCV, VCCICC, Child Development Division and other key partners to plan and evaluate program goals, exchange information and resolve problems.
- Stay abreast of current developments and trends in the field of early childhood and afterschool services and specifically professional development opportunities.
- Perform other duties as assigned.

### **SUPERVISION RECEIVED**

Direction is received from CCV's **Associate Academic Dean.**

### **SUPERVISION EXERCISED**

Northern Light staff and contractors.

### **MINIMUM QUALIFICATIONS**

Masters degree required plus 3-5 years of relevant experience.

- Strong knowledge and skills related to early childhood and afterschool services and systems;
- Excellent interpersonal, written communication skills and highly comfortable with computers and technology;
- Excellent organizational, administrative and budget management skills, and supervisory experience;
- Ability to design, implement and evaluate program objectives and activities;
- Ability to represent Vermont's early childhood and professional development system, to provide leadership, and to communicate and deal effectively with a wide range of individuals throughout the state and nationally;
- Experience with outreach and curriculum development;
- Some travel and flexibility in work hours required. Must have valid driver's license and own transportation.

**This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**