



**ECE Professional
Development Organization**



Pennsylvania
Office of Child Development
and Early Learning

PROGRAM: Northwest Professional Development Organization (NW PDO)

JOB TITLE: Professional Development Coordinator

REPORTS TO: PDO Partner Liaison

JOB STATUS: Non-Exempt, Remote, Part Time

JOB SUMMARY

The Professional Development (PD) Coordinator plays a vital role in supporting participants of the NW Professional Development Organization (PDO) by ensuring accurate and up-to-date records within the PD Registry. The PD Coordinator provides training, guidance, and oversight to participants supporting the integrity of eligibility evaluations and documentation compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Build Early and Ongoing Relationships including**
 - Initiate contact with students at the CDA stage to establish trust,
 - Offer consistent check-ins (individual or group) to monitor progress and maintain motivation.
- **Clarify Career Pathways**
 - Use visual roadmaps that outline ECE career progression (CDA → AA → BA → Credentialing → Leadership roles).
 - Connect pathways to specific job titles, salary ranges, and advancement opportunities.
- **Leverage Prior Learning and Articulation Agreements**
 - Ensure students understand how CDA coursework and experience articulate into college credits.
- **Academic and Financial Navigation**
 - Guide students in course selection to ensure alignment with long-term goals.
 - Assist with financial aid, scholarships, and tuition reimbursement resources (e.g., T.E.A.C.H. Early Childhood®, Workforce Pathways).
- **Encourage Stackable Credentials**
 - Support earning of stackable certificates or endorsements aligned with milestones on the career ladder.
 - Recognize and celebrate credential achievements to build momentum.
- Guide participants to updating personal and professional information in the PD Registry.



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- Ensure changes in employment status, work hours, or other relevant data are accurately reflected in registry profiles.
- Review supporting documentation submitted by participants and confirm alignment with PDO eligibility requirements.
- Design and facilitate training sessions on eligibility processes, documentation standards, and effective use of the PD Registry.
- Monitor the eligibility review process for consistency, accuracy, and efficiency.
- Address discrepancies or issues in eligibility reviews promptly.
- Develop and maintain a working knowledge of all relevant PDO database systems; input, analyze, and report data as required.
- Maintain complete, accurate, and accessible manual and electronic records in compliance with organizational and funding agency requirements.
- Ensure compliance with all applicable regulations and standards set by government and funding sources.
- Participate in relevant professional development activities, trainings, and meetings to enhance job performance and service quality.
- Perform additional duties as assigned by NW PDO management.
- Foster positive and productive working relationships with NWIR staff, external partners, and stakeholders.

MINIMUM QUALIFICATIONS

- Bachelor's degree in ECE or related field.
- Minimum of two (2) years of experience in a related field, preferably involving database management, eligibility verification, or professional development coordination.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong customer service orientation and interpersonal skills.
- Excellent verbal and written communication abilities.
- Strong organizational, time management, and prioritization skills.
- High level of confidentiality and professionalism in all interactions.
- Skilled in data entry, documentation review, and file management.
- Proficiency with Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook, Publisher).
- Ability to work independently and collaboratively in a remote setting.



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- Familiarity with database systems used in human services or educational settings.
- Capacity to evaluate program outcomes and make data-informed recommendations.

OTHER REQUIREMENTS

- Must be able to perform the physical demands of working in an office, including occasional lifting, bending, and carrying.
- Willingness and ability to attend meetings and events during evenings or weekends as required.
- Occasional travel within the region may be necessary.