



# COLUMBIA GORGE COMMUNITY COLLEGE

## JOB DESCRIPTION

### POSITION IDENTIFICATION

<b>Position Title:</b>	Professional Development Navigator
<b>Department:</b>	Child Care Partners
<b>Employee Classification:</b>	Professional
<b>Status:</b>	Full Time
<b>Reports To:</b>	Director
<b>Date Written:</b>	January 3, 2020
<b>Revision Date(s):</b>	March 3, 2022; January 13, 2026

### GENERAL NARRATIVE DESCRIPTION OF POSITION

The Professional Development Navigator provides comprehensive outreach, academic advising, and student navigation services to support early childhood care and education professionals in accessing, persisting in, and completing higher education and professional development opportunities across the five-county region (Gilliam, Hood River, Sherman, Wasco, and Wheeler Counties). This position serves as a liaison for prospective and current students, supporting engagement in credit and non-credit coursework, degree and certificate pathways, workforce-aligned credentials, and the Oregon Registry professional development system. The Navigator works collaboratively with community partners, early learning employers, and the community college to remove barriers to enrollment, persistence, and completion, and to connect education to meaningful career and employment outcomes.

### ESSENTIAL JOB FUNCTIONS

The Professional Development Navigator duties and responsibilities include, but are not limited to the following:

1. **Outreach, relationship building & networking:** Conduct outreach and recruitment to increase participation in higher education and professional development opportunities, including engagement with high schools, early learning programs, employers, and community partners across the diverse service region. Establish and maintain relationships with Student Services and Instructional Services departments at Columbia Gorge Community College, while serving as an advocate for the culturally diverse representation of Early Childhood Education students and early learning and care professionals. Actively participates in state-wide networking and Communities of Practice (CoP) for Professional Development Navigators.
2. **Academic advising & educational planning:** Provide comprehensive academic advising and educational planning aligned with degree and certificate requirements,

transfer pathways, and the Oregon Registry professional development system, including guidance on placement, prerequisites, course sequencing, and balancing education with work and family responsibilities.

3. **Student navigation & case management:** Serve as a single point of contact for prospective and enrolled students by providing navigation and case management support, assessing academic and non-academic barriers, and connecting students to campus, community, and state or county resources.
4. **Enrollment, onboarding, & transition support:** Support student enrollment, onboarding, and transitions by assisting with admissions applications, FAFSA or ORSAA completion, scholarship applications, placement processes, orientation, and proactive re-engagement of students who stop attending.
5. **Career, transfer, and workforce pathway guidance:** Guide students in career, workforce, and transfer pathways by connecting educational goals to regional labor market opportunities, advising on stackable credentials and short-term training, supporting transfer planning, and coordinating internships, apprenticeships, or work-based learning opportunities when available.
6. **Data tracking & reporting:** Track, document, and report student engagement, enrollment, resource utilization, and outcomes to support retention, completion, and grant reporting requirements for the Oregon Department of Early Learning and Care (DELC), ensuring accurate data entry and compliance with contract obligations.

## **MARGINAL JOB FUNCTIONS**

1. Develop basic knowledge of Oregon Child Care Licensing Regulations.
2. Develop basic knowledge of the Find Child Care Oregon (FCCO) database.
3. Develop basic knowledge of the Oregon Registry Online (ORO) Training Calendar.
4. Develop basic knowledge about the Oregon Department of Human Services (ODHS) Employment Related Day Care (ERDC) Program.
5. Develop basic knowledge of the Child Development Associate (CDA) Credentialing system.
6. Develop strong knowledge of the Oregon Registry Online (ORO) professional development system.
7. Develop strong knowledge of the higher education systems and programs.

## **SUPERVISES THE FOLLOWING STAFF**

N/A

## **EXPERIENCE**

1. Minimum of two years of experience working with computer software applications, including Microsoft Word, Excel, Google Workspace, and Canva.
2. Minimum of two years of experience working with adults.
3. Minimum of two years working in a community college or university system.

## **EDUCATIONAL BACKGROUND**

Associate's degree in Early Childhood Education, Child Development, Family Studies, or in a related field; or Oregon Registry Step 10, required. Bachelor's degree preferred.

Bilingual, bi-literate in Spanish/English. Preferred.

Oregon Registry Master Trainer, preferred or willingness to work toward a Master Trainer Credential.

## **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

1. Communicate effectively, both orally and in writing.
2. Ability to follow through to completion of assigned tasks.
3. Ability to meet schedules and timelines.
4. Ability to work without close supervision.
5. Ability to work at an assigned workstation.
6. Ability to organize and prioritize tasks.
7. Ability to work with frequent changes.
8. Interpersonal skills using tact, understanding, patience, and courtesy.
9. Telephone and email techniques and courtesy.
10. Work respectfully with individuals of all cultures, backgrounds, perspectives, and abilities.
11. Establish and maintain cooperative and effective working relationships with others.
12. Proficient in word processing, spreadsheets, databases, Google Workspace, and Zoom online platform.
13. Maintain and continue increasing their knowledge in the Early Childhood Field.
14. Maintain knowledge of the Early Childhood State System.
15. Adhere to the [NAEYC Code of Ethical Conduct](#) and apply the [Oregon Equity Lens](#).
16. Report suspected child abuse and neglect in accordance with the Oregon Statutes and procedures.
17. Dresses and maintains self professionally.
18. Must have reliable transportation, a driver's license, and insurance.
19. Ability to pass a background check.

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Position:**

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is frequently required to walk distances; use hands and fingers to handle or operate computers, objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Schedule:**

This is a full-time position, Monday-Friday, with some evening and Saturday work.

**Travel:**

Work will require travel between campuses, to other counties in our region, or across the state for meetings and/or training.

**PRESENTED BY:**

**Child Care Partners' Director**

**DATE**

**REVIEWED BY:**

**DATE**

**APPROVED BY:**

**Dr. Kenneth Lawson**

**DATE**

*It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.*

*Columbia Gorge Community College is an equal opportunity educator and employer.*