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Position Vacancy

Learning and Development Manager

Compass, Inc., a progressive non-profit agency supporting individuals with intellectual disabilities located in Beltsville, Md., is seeking a highly skilled, self-starter for the position of ***Learning and Development Manager***. This position reports to the Director of Human Resources and supervises the Training Coordinator and is responsible for leading, designing and implementing highly effective professional development and learning for Compass' employees that is aligned with Compass' Strategic Plan. This position works collaboratively with other team members including Recruitment and Retention Manager, Employee Engagement Manager as well as with multiple Departments within Compass to promote a supportive, positive, and enthusiastic workplace culture that fosters a coach approach. This position is a hybrid position between working in office and working from home. All activities must support the mission and strategic goals and objectives of Compass as well as support the Human Resources Department's mission.

Essential Job Responsibilities:

- Take a lead role in developing and designing effective professional development and learning activities for employees that is aligned with Compass' Strategic Plan and Compass' values.
- Coordinate the development and implementation of Professional Development Plans for Compass employees
- Assist with performance management to include meaningful professional development goals as part of delivered evaluations and assist with creation of performance evaluation tools
- Assess utilization of software platforms for performance management to create accessible and streamlined records management of performance outcomes and goals that intersect with Compass' organizational goals
- Provide ongoing assessment and evaluation of the effectiveness of learning and development activities to ensure it is matching needs of adult learners
- Assess new agency learning and development needs on an ongoing basis
- Conduct both remote and in person training on a regular basis and as needed
- Develop and assist with conducting comprehensive, competency-based Frontline Supervisor training that is aligned with NADSP Frontline Supervisor Curriculum and also includes expectations for supervision of DSP IIs.

- Attend and complete Train the Trainer programs to become credentialed as a trainer for the following curriculums: NADSP Frontline Supervisor curriculum, Coach Approach curriculum via Coach Approach Partners, LLC and DSP II training curriculum via the Maryland DSP II Training Consortium
- Once credentialed, assist with conducting training for Coach Approach, DSP II, and the Mandt System
- Develop curriculum for additional in-house training for Compass employees using e-learning, online content, blended learning, videos, online content, and classroom teaching to include curriculum development for training on DSP I Competencies and NADSP Code of Ethics
- Take a lead role in the development and implementation of a comprehensive Peer Mentoring program utilizing DSP II Peer Mentors
- Assist with the utilization of technology and multimedia equipment as well as with production of multimedia presentations and materials for delivery of learning content
- Develop and share stories on a quarterly basis with Director of Communication and Development regarding Compass' accomplishments with supporting, developing and engaging Compass employees for use in highlighting exciting workforce development successes in newsletters, social media, Compass website and other public relations avenues
- Assist Director of Communication and Development with development of a Professional Development fund through grant funding or donations to connect professional development goals with Compass' strategic plan
- As funds allow, research and promote opportunities for continuing learning beyond basic requirements, such as leadership opportunities and exposure to the best practices of the IDD field, such as the [MACS](#) Conferences, CQL Conferences, Reinventing Quality, the [EARN Workforce Development Grant](#), [Leadership Institute](#), etc. Curate online learning opportunities such as webinars, Lynda Learning, YouTube, [Open Future Learning](#) videos, Udemy, etc.
- Collaborate with other HR staff and Compass Trainers to enhance development of a comprehensive, engaging, and smooth onboarding experience for Compass employees that prepares new hires to quickly perform at a high level and fosters enthusiasm for embarking on a career with Compass.
- Collaborate with Recruitment and Retention Manager and Employee Engagement Manager as well as with other Departments to develop a robust employee recognition program that builds and motivates performance above and beyond job expectations
- Take a lead role in ensuring full utilization of Compass' Learning Management Software System providing enhancements to its utilization as needed
- Take a lead role in the development and implementation of training to enhance cultural competence as well as principles of diversity, equity and inclusion
- Provide effective supervision and development of the Training Coordinator to ensure that all DSPs are up to date with DDA required training and there is effective utilization of systems to track training compliance. Support Training Coordinator in working with both in-house

trainers and external vendors to deliver training and work with and assist Managers and Supervisors with ensuring their staff meet training requirements

- Supervise activities and development of in-house trainers to deliver quality instruction aligned with adult learning principles and Compass' values
- Keep abreast of current best practices in Adult Learning and Training, sharing relevant material with Compass staff and Trainers to facilitate improvements in agency training

Qualifications: Bachelor's degree in Education, Psychology, Human Development, or another related field. Master's degree preferred with coursework in curriculum development. Must be willing and able to complete Mandt Instructor Training Certification, Coach Approach Train the Trainer, and DSP II Train the Trainer modules provided by Compass within 90 days of employment, or as soon as such training is available. Minimum of two years' professional experience in provision of education or adult learning development and implementation, including experience with curriculum development. Prior experience in the field of developmental disabilities a plus but not required.

The ideal candidate will possess the following skills, knowledge, and abilities:

- Knowledge of the principles of professional development, adult learning theory, curriculum development and culturally responsive teaching techniques.
- Knowledge and ability to design, implement, and evaluate professional development and training activities.
- Knowledge of project and change management.
- Knowledge and technology competency in Microsoft Suite applications and in use of the Internet.
- Knowledge and skills in data analysis.
- Skill in problem solving, managing systemwide project/programs, effective listening, coaching and the use of technology tools.
- Ability to facilitate training to large and small audiences of adult learners.
- Ability to work collaboratively in a team environment.
- Ability to establish effective working relationships.
- Ability to implement information technology solutions, work with diverse teams, multi-task, and prioritize office tasks.
- Ability to schedule effectively and to meet deadlines.
- Ability to monitor multiple system platforms.
- Outstanding oral and written communication skills.
- Demonstrate a keen interest in improving the quality of life for people supported by Compass.

Compensation and Work Conditions: Annual salary of 60-65K to start. Hours of work are typically 9a-5p. Hybrid remote work from home with 2-3 days in the office or in the field to conduct training. Excellent benefits include health, dental, vision, short term disability, life insurance, EAP, retirement plan with generous employer match, three weeks PTO, 10 paid holidays, wellness activities including onsite gym. Must be able to sit for extended periods, bend, pull, push, and lift up to 25 pounds (lifting is infrequent.)

To Apply: Go to: <https://compassmaryland.applytojob.com/apply/3aY0aNck7u/Learning-And-Development-Manager>

Compass, Inc. is an Equal Opportunity Employer