

## Infant/Toddler Specialist

### **Summary**

The Infant/Toddler Specialist is responsible for providing developmentally appropriate, research based basic and intensive technical assistance, training, support and assistance to infant/toddler programs serving or having the potential to serve subsidized children including those participating in the Infant/Toddler expansion grant and other infant/toddler grant programs

### **Major Responsibilities**

- Help design and deliver a comprehensive intensive technical assistance project to infant/toddler programs that is assessment driven, utilizing the ITERS or FCCERS, and includes a formal plan of action, technical assistance visits, provision of resources, post assessment and documentation of the process
- Deliver effective on-site workshops and training for infant/toddler caregivers that result in measurable increases in knowledge
- Provide effective onsite technical assistance to infant/ toddler staff
- Provide high quality, interactive trainings to infant toddler programs through which participants show an increase in knowledge based on an end-of-workshop evaluation completed by participants
- Deliver high quality, interactive calendar and on-site trainings where the participants show an increase in knowledge based on an end-of-workshop evaluation completed by participants
- Plan, coordinate, and promote a spring and fall well-organized, relevant conferences that receives very positive evaluations from participants
- Coordinate two Infant Toddler Creative Curriculum training series each year.
- Develop with Professional Development Coordinator a Leadership Training series for center directors and administrators and program owners that increases their supervisory and business skills
- Coordinate delivery of an Infant Toddler In-Person CDA course including recruitment of students and supervision of instructor and all aspects of the course
- Coordinate special projects/grants as assigned so that goals are met or exceeded
- Develop high quality curricula, programs and handouts for infant/toddler training.
- Develop and offer parenting education workshops
- Use internal data to prepare comprehensive, well-organized and thoughtful reports with minimal editing as required by grants
- Develop and document models and systems for delivering and measuring impact of training and technical assistance on quality improvement in programs served
- Make presentations to the community about the availability of the Council's services.
- When applicable, cover issue of school readiness in the delivery of trainings to programs and also ensure that the connection is made between school readiness and quality child care when attending community meetings and/or serving on community groups
- Assist programs with starting or expanding services via training, technical assistance or information on how to assess training and/or technical assistance
- Carryout the Council's policy on branding guidelines
- Assist department in reaching goals for NACCRRRA Quality Assurance

**Job Requirements**

- Master's Degree preferred, BA/BA accepted in early childhood education or related field
- Extensive professional experience in Infant and Toddler programming and curriculum development
- At least 3 years' experience in child care and knowledge of the different types of child care programs and employees
- At least 3 years' experience and 50 clock hours of training (or appropriate certification) in the training content delivered (preferred)
- Prior experience in community outreach and public education (preferred)
- Has skills representative of the linguistic, racial and ethnic populations in the service delivery area
- Experience working with multi ethnic populations
- Excellent writing and communication skills
- A car and valid driver's license with a minimum \$100,000/\$300,000 car insurance are required
- Bilingual/Spanish speaker preferred

**Reports to:** Director of Professional Development

**Classification:** Exempt, Full-Time

**Salary Grade:** 3

**Disclaimer Clause:**

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.

