

# Internal Job Posting

Child Care Solutions is currently recruiting for one (1) Professional Development Specialist in the Syracuse Office. If interested, please contact:

**Shaneika Ford**  
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## **Job Summary:**

### **Summary Description:**

The Professional Development Specialist provides culturally and linguistically appropriate educational and consulting programs for child care providers and other early childhood professionals and parents of children birth to five, with the goal of enhancing the quality of early care and education available in the communities we serve.

### **Essential Functions:**

1. Design and implement professional development programs that meet the diverse needs of local early childhood professionals. This includes writing curricula; developing training materials; teaching classes at our offices and community sites; and evaluating and improving delivery of these services.
2. Provide one-to-one technical assistance and consultation to providers on child development and professional development issues by telephone, e-mail and in-person at our office and at community sites.
3. Participate in training, as assigned, to learn and implement on-site program assessments using standardized observation and evaluation scales.
4. Assist in facilitating on-line distance learning classes for providers.
5. Assist in development, marketing and implementation of conferences and professional development events sponsored by Child Care Solutions.
6. Stay current with research, regulations and best practice in the early childhood education field.
7. Respond to incoming child development and child rearing questions from parents.
8. Design and present parenting seminars upon request, on child development and child rearing issues.
9. Maintain participation and service records per agency and funder standards.
10. Maintain knowledge of community resources to which providers and parents can be referred for additional services and support.
11. Participate in outreach efforts in the community representing Child Care Solutions and its provider services.
12. Perform these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

**Qualifications:**

**Education:** Minimum - Bachelor's Degree in Early Childhood Education, Education: birth-grade 2 or N- grade 6, Child & Family Studies or related field that includes a minimum of **12** credits in early childhood education; must possess NYS Training and Technical Assistance Professional Credential or achieve credential within ~~one~~ two years of initial employment.

**Experience:** 3 years of experience working directly with children birth to five and families in a child care or early education program or school aged child care centers; adult education experience training and/ or providing coaching and technical assistance to child care staff and providers preferred.

**Competencies:** Solid background in child development and early childhood theory and practice; effective oral and written communication skills; presentation skills; knowledge of curriculum development and program design; knowledge of child care operations regulations and best practices in a variety of child care settings; creativity; computer proficiency; strong customer service skills; knowledge of community and educational resources; and ability to work with people from a wide range of economic, ethnic and cultural backgrounds.

**Level of responsibility:** Works with moderate supervision, exercises high degree of discretion and independent judgment.

**Working Conditions:**

**Schedule:** Requires flexibility, frequent evening and occasional weekend hours

**Environment:** Agency's Syracuse and Auburn offices and on-site training venues at community sites within both counties.

**Travel:** Local travel throughout Onondaga and Cayuga County, some regional meetings and training presentations, infrequent out-of-state travel to conferences or to conduct training.

**Customer Responsibilities and Contacts:** Extensive contact with providers, some contacts with children and parents and community service agencies; frequent service collaborations with other Child Care Solutions teams; some contact with NYS Office of Children & Family Services, SUNY PDP representatives and occasional contact with early childhood equipment and supply vendors.