

Child Care Solutions, Inc.
Position Description

Title: Professional Development Specialist
Team: Professional Development Status: Exempt Updated: October 2014

Reporting relationships:

Reports to: Professional Development Director

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 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. Contact and coordinate guest presenters or consultants who will present training offerings through Child Care Solutions.
3. 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.
4. Participate in training, as assigned, to learn and implement on-site program assessments using standardized observation and evaluation scales.
5. Assist in facilitating on-line distance learning classes for providers.
6. Assist in development, marketing and implementation of conferences and professional development events sponsored by Child Care Solutions.
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. Monitor project expenditures to ensure costs stay within budget.
11. Stay current with research, regulations and best practice in the early childhood education field.
12. Maintain knowledge of community resources to which providers and parents can be referred for additional services and support.
13. Participate in outreach efforts in the community representing Child Care Solutions and its provider services.
14. Perform these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

Qualifications:

Education: Minimum Bachelors in Early Childhood Education, Child & Family Studies or related field; must possess NYS Early Learning Trainer Credential or achieve credential within one year of initial employment

Experience: 3 years of experience working directly with young children and families in a child care or early education program; adult education experience training and/ or providing coaching and technical assistance to child care staff and providers required

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 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 weekend hours

Environment: Agency's Syracuse and Auburn offices and on-site training venues at community sites

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

Physical Requirements:

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator and other office equipment
- Ability to receive and convey detailed information
- Ability to sit at a desk for 6 - 7 hours per day
- Ability to stand for 1 - 2 hours for presentations
- Moderate physical exertion: Regular lifting of up to 25 pounds of equipment or material

Salary Grade: 5