

Child Care Solutions, Inc.
Position Description

Title: Professional Development Specialist – Infant Toddler
Team: Professional Development Status: Exempt Updated: October 2014

Reporting relationship:

Reports to: Professional Development Director

Summary Description:

The Professional Development Specialist – Infant Toddler implements educational and consulting programs for child care providers and other early childhood professionals and parents with the goal of enhancing the quantity and quality of infant/toddler early care and education available throughout Region 3.

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 infant/toddler 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 development, marketing and implementation of conferences and professional development events sponsored by the Region 3 Infant Toddler Network.
5. Respond to infant/toddler development and child rearing questions from parents.
6. Design and present parenting seminars upon request, on infant/toddler development and child rearing issues.
7. Maintain participation and service records per agency and funder standards.
8. Monitor project expenditures to ensure costs stay within budget.
9. Stay current with research, regulations and best practice in the infant/toddler early childhood education field.
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 the Region 3 Infant Toddler Network.
12. Perform these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

Qualifications:

Education: Minimum - Bachelor's in early childhood education, Child & Family Studies or related field, including Infant/Toddler specific coursework; Preferred - Master's degree in early childhood development or Program for Infant/Toddler Care certification; and 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: Knowledge and experience in infant/toddler development and early childhood theory and practice including infant/toddler curriculum, observation, assessment and screening; effective oral and written communication skills; proficient presentation skills; knowledge of training curriculum development and program design; knowledge of child care regulations, operations and best practices in a variety of child care settings; bi-lingual in English and Spanish preferred; 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 office and onsite training venues at community sites throughout Region 3 (Broom, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison Oneida, Onondaga, Oswego, St. Lawrence, Tompkins and Tioga Counties)

Travel: Frequent travel throughout Region 3 counties for intensive technical assistance and training presentations and regional meetings; occasional travel within NY State and infrequent out-of-state travel to conferences or related professional development

Customer Responsibilities and Contacts: Extensive contact with providers, some contact with children and parents; regular collaboration with Region 3 IT and CCR&R staff; some contact with NYS Office of Children & Family Services, SUNY PDP representatives and community service agencies; 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: 4