

JOB DESCRIPTION

JOB TITLE: Specialist, Education Support
Infant Toddler

OFFICE LOCATION: Home

DIVISION: Systems, Research & Develop

DEPARTMENT: I/T Statewide Project

SERVICE AREA: Statewide

DIRECT SUPERVISOR: Statewide I/T Project
Manager

CLASSIFICATION: Exempt

HOURS PER WEEK: 40

JOB SUMMARY: The Specialist, Education Support Infant Toddler develops and delivers high quality professional development for the infant toddler workforce, including teachers, directors and other TA/PD professionals supporting them in an effort to increase knowledge and skills around providing quality infant and toddler group care to support early development and learning. This position will also develop training and orientation for the infant toddler workforce.

DUTIES AND RESPONSIBILITIES:

- Deliver high quality professional development events statewide, focused on supporting early learning and development in infant and toddler group care, for infant toddler teachers and directors as well as other TA/PD professionals, including higher education faculty, through CEU-bearing modules and other events offered both on-line and face to face.
- Conduct field research to support the IT Project's ongoing statewide work;
- Assist the Infant Toddler Education Manager (ITEM) conduct training observations of the regional specialists and provide feedback and coaching support to ensure high quality events are available statewide.
- Ensure that IACET standards are maintained in the delivery of CEU modules.
- In collaboration with the ITEM and PM to develop new workshops and CEU modules to IACET standards on infant and toddler topics based on identified learner needs; revise/update project CEU modules and workshops as needed.
- Work collaboratively with consultants, technical assistance personnel and local agencies and groups working on infant and toddler issues statewide, as well as the state team of infant-toddler specialists and project managers to achieve goals of the project and ensure successful evaluation.
- Work collaboratively with partners including community colleges, CCR&Rs and Smart Start Partnerships statewide to coordinate, advertise and deliver professional development events that meet the needs of the local workforce.
- Attend meetings and assist with special projects as directed by the project manager.
- Promote awareness of the availability and resources of the IT technical assistance specialists to child care providers and intermediary agencies.
- Participate in comprehensive trainings offered for IT specialists as directed.
- Participate in a project evaluation plan, including data collection and quarterly reporting.
- Understand NC licensing and programmatic requirements in the early care and education system in North Carolina.
- Treat all information on CCSA clients, employees or Board Members in a confidential manner
- Fulfill all duties outlined in the contracted statement of work for the education specialist position.

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn File Maker Pro, Excel, Word.
- Attention to detail with ability to handle large volume of administrative work
- Ability to independently manage a large caseload of trainings and TA support throughout

- the state.
- Ability to prioritize work and travel schedule to balance administrative duties, technical assistance and trainings.
 - Ability to work well with a diverse client population.
 - Professional appearance and demeanor.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Early Childhood Education or related field plus or including at least 6 birth to five focused semester hours (EEC Level 11),EEC PD Endorsement; Master's degree preferred
- At least three years of experience in working with infants and toddlers and their families or the programs that serve them; Program for Infant Toddler Care Trainer Certification; and child care administration experience preferred.
- Experience in developing and conducting high quality early childhood professional development opportunities; experience developing and conducting distance learning and facilitation of Communities of Practice (COPs) preferred.

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities
- Travel throughout the state
- No substantiation or criminal conviction of child abuse or neglect
- Requires the need for flexible schedules, including evening and weekend work
- May work in shared space

SALARY RANGE: \$34,350 to \$51,525

Please note that both salary ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

SUBMIT COVER LETTER AND RESUME TO HR@CHILDCARESERVICES.ORG

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