



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 center classrooms and family child care programs serving or having the potential to serve infants and toddlers. As part of a regional component of a statewide initiative, the Infant Toddler Specialist will work collaboratively with regional and state colleagues.

Major Responsibilities:

- Help design and deliver comprehensive intensive technical assistance to infant/toddler programs that is assessment driven, utilizing the ITERS or FCCERS, and includes a formal plan of action, technical assistance visits, resources, post assessment and documentation of the process
- Provide effective onsite technical assistance to infant/ toddler staff
- Assist programs with starting or expanding services via training, technical assistance or information on how to assess training and/or technical assistance
- Provide high quality, interactive trainings to infant toddler programs that result in increased knowledge as evidenced by a post-training evaluation
- Develop high quality curricula, programs and materials for infant/toddler training
- Coordinate special projects/grants as assigned so that goals are met or exceeded
- Use internal data to prepare comprehensive, well-organized and thoughtful reports with minimal editing as required by grants
- Make presentations to the community about the availability of the Council's services
- Promote acceptance of the connection between high quality child care and school readiness in trainings and presentations to the community
- Share knowledge, ideas, practices and resources with regional and state colleagues involved in this initiative
- Facilitate the Provider Friends and Infant Toddler Teacher Networks

Job Requirements

- BA/BS accepted in early childhood education or related field; Master's Preferred
- 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
- At least 2 years' experience and 30 clock hours of training (or appropriate certification) in the training content delivered (preferred)
- Ability to develop relationships and motivate others to engage in learning and change
- Ability to manage time effectively, set priorities and meet deadlines
- Prior experience in community outreach and public education (preferred)
- 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: Infant Toddler Regional Coordinator

Classification: Exempt, Full-Time

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

Benefits

- Vacation, sick time, and personal time
- Dental and Vision Coverage



- Retirement savings plan

Job Type: Full-time