



POSITION: Infant Toddler Regional Specialist - Region 1

REPORTS TO: Early Care and Education Coordinator

CLASSIFICATION: Exempt

HOURS PER WEEK: 40 Hours

DATE: July 1, 2018

Office Location: Albemarle Alliance for Children and Families, Inc.
Elizabeth City, NC- Ten County Service Area- Region 1

PRIMARY PURPOSE:

Delivering services in Region 1 to ensure that the statewide project goals and outcomes are accomplished. This commitment includes but is not limited to Child Care Resource and Referral Core Services, Infant/Toddler Enhancement Project and Promoting Healthy Social Behaviors in Child Care Center Settings Project. To improve the quality of care and services to our children and families in a 10 county catchment area, through providing modeling, coaching, mentoring, support, training, assessment and assistance to the child care community, as well as work with child care providers to increase their star rated licensure through professional development, program standards and education. Coordinate the activities and services of the child care technical assistance practitioner team.

KNOWLEDGE, SKILLS and ABILITIES:

- Experience in working in a child care facility, specifically with Infant and Toddlers
- Ability to use Microsoft Office suite and e-mail/internet
- Ability to work with diverse populations
- Ability to work collaboratively with partnering agencies throughout communities and counties
- Ability to maintain organized and complete records and files
- Ability to travel throughout the ten-county catchment area
- Must hold a valid Driver's license

ESSENTIAL RESPONSIBILITIES:

- Complete training in ITERS-R, PITC and CLASS and participate in other professional development as directed by the statewide project manager within the constraints of the budget;
- Attend monthly staff meetings with all TA Specialists
- Develop and establish a working relationship with child care providers throughout Bertie, Camden, Currituck, Chowan, Dare, Gates, Hertford, Pasquotank, Perquimans and Northampton.
- Provide at least 15 on-site technical assistance visits in local child care settings per month to mentor and assist teachers in providing quality infant/toddler care.
- Deliver at least 26 contact hours of training regionally focused on infant/toddler development and quality infant/toddler care.
- Incorporate *NC Foundations* and CSEFEL Pyramid Model content, as well as PITC, in all project services;

- Work collaboratively with DCDEE regulatory staff, other TA personnel in the region, other agencies and groups working on issues related to quality infant toddler care, as well as the state team of infant toddler specialists and project manager to achieve goals of the project and ensure successful evaluation;
- Make informational session on infant-toddler development and associated resources available to parent counselors across the region.
- Update the regional resource list of infant/toddler, educators, and mental health professionals.
- Cultivate partnerships with other infant/toddler specialists, consultants, educators and mental health professionals to assist child care providers/families in promoting and recognizing quality infant/toddler care.
- Promote awareness of the availability and services of IT specialists to child care providers and intermediary agencies.
- Work collaboratively with the state team of IT specialists and project manager and across NC's early care and education system within their assigned region to achieve goals of the project and ensure successful evaluation.
 - Participate in project meetings, professional development opportunities and special projects as directed by the project manager.
 - Participate in a project evaluation plan, including data collection and timely, accurate submission of data each quarter.
 - Assist child care programs in preparation for increasing their star rated licensure based on your IT project.
 - Encourage child care programs to continue their education for all staff and provide information about professional development opportunities and WAGES and TEACH
 - Maintain accurate and timely documentation regarding technical assistance services

TEAM RESPONSIBILITIES:

- Coordinate with TA Practitioner team in selection and prioritization of services to child care facilities based on need, location and other relevant criteria. Assist the TA team in prioritizing the needs for TA services across the five/ten county catchment area
- Assist TA Practitioner team in resolving any TA related issues
- Maintain a paper file for each child care facility for whom any services are provided and ensure that all documentation is available at all Albemarle Alliance for Children and Families office locations
- Maintain electronic data as required on an approved AACF database
- Provide written reports as required
- Attend staff, supervisory and other related meetings as required
- Develop and produce training materials, including certificates, for workshops
- All other duties as assigned
- Assist in linking childcare facilities and parents of children in care to community resources
- Serve on community task forces, committees, etc. as approved by supervisor

WORK EXPERIENCE and EDUCATIONAL REQUIREMENTS:

- Bachelor's degree in Early Childhood Education, Child Development or related field from a college or university; or equivalent combination of education and experience.
- Extensive knowledge of state child care licensing laws, rules and regulations, child care observation and assessment practices and tools and national child care accreditation system.
- Level 11 or higher Early Educator Certification through NC Institute for Child Development Professionals.

PHYSICAL REQUIREMENTS:

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
 - Periodically required to stand; walk, stoop, kneel
 - Occasionally required to lift up to 25 pounds

- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer

The position also requires the ability to periodically work under time pressure

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Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer terminal and do extensive reading.

7/2018 jlb