

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: **Regional Infant Toddler Specialist**
REPORTS TO: **CCR&R Provider Services Program Manager**
CLASSIFICATION: **Non Exempt**
HOURS PER WEEK: **40 Hours**

DATE: _____

APPROVED: _____
Executive Director

PRIMARY PURPOSE:
To improve the quality and availability of infant-toddler care in the region of Nash, Edgecombe, Wilson, Halifax and Warren Counties.

ABILITIES NEEDED:

- Process management, problem solving and strategic planning skills
- Presentation and group facilitation skills
- Ability to work independently and organize multiple tasks.
- Ability to communicate ideas effectively, both orally and in writing.
- Initiative to plan and execute tasks and programs with minimal direct supervision.
- Strong understanding of adult learning styles and appropriate educational practices.
- Strong understanding of child development and the early childhood educational system.
- Strong understanding of developmentally appropriate practices
- Ability to present a professional positive attitude and composure in day to day stressful and in high-pressure situations.
- Ability to establish rapport and effectively communicate with individuals of varying ages, educational levels, ethnic backgrounds and socioeconomic backgrounds.
- Knowledge of local, state and federal early childhood issues, resources and legislative processes.
- Knowledge of NC Child Care Licensing System, Environment Rating Scales, CLASS and Foundations.
- Computer experience with database, publishing, spreadsheets and work-processing programs.

WORK EXPERIENCE REQUIREMENTS:

- Three years of management experience working with infants and toddlers, their families or the programs that serve them.
- At least three years paid experience in early childhood education classroom.
- Must be a strong team player
- Successful experience and knowledge of the coaching model and continuous quality improvement process

ESSENTIAL RESPONSIBILITIES:

- Provide at least 15 technical assistance on-site visits in local child care settings per month to mentor and assist teachers to provide quality infant toddler care.
- Deliver at least 24 contact hours of infant toddler provider training regionally within the constraints of the budget, including ITS-SIDS and infant toddler standardized offerings.
- Incorporate *Infant-Toddler Foundations* and CSEFEL Pyramid Model content, as well as PITC, in all project services.
- Encourage infant and toddler teachers to continue their professional development and provide information on Early Educator Certification, the Infant Toddler Care Certificate and T.E.A.C.H. Early Childhood® Scholarships as needed.
- Attend meetings and assist with special statewide team projects as directed by the project manager.
- Work collaboratively with other consultants and technical assistance personnel in the region, other local agencies and groups working on infant toddler issues and systems to support quality infant toddler care; as well as the state team of infant toddler education and regional specialists and project manager to achieve goals of the project and ensure successful evaluation.
- Complete training in ITERS-R, FCCERS, and PITC if not previously done, and participate in other professional development activities as directed by the project manager within the constraints of the budget
- Participate in the project evaluation plan, including data collection and quarterly reporting.

TEAM RESPONSIBILITIES

- Attend all CCR&R staff meetings, DEPC staff meetings and retreats which may include an out of town retreat.
- Provides support to the Lending Library, as assigned
- Represents the Down East Partnership for Children and CCR&R accurately and professionally in the community
- Travels as needed to attend and to assist in providing training, presentations, etc.
- Identifies organizations with which to coordinate and share resources, and develops working relationships with them
- Advocates for quality child care and other support services for families and children
- Assists with all child care provider recruitment activities
- Involved with Community Outreach/Business Outreach
- Involved in national, local agencies, organizations or civic groups promoting DEPC and a Member of the NAEYC
- Trained in Playground Safety Practices
- Receives the Early Educator's Certification with PD and TA Endorsement
- Other duties as may be assigned by the CCR&R Provider Services Program Manager, DEPC Executive Director and/ or Program Director

EDUCATION:

- Bachelor's degree in Early Childhood Education, Child Development or a closely related field pertaining to infants, toddlers or young children and at least 3 years experience working with early childhood programs in the capacity of teacher or director.

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
- Extensive travel required (80-85%) with minimal direct supervision
- 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