

JOB DESCRIPTION

Job Title: Child Development Consultant/Trainer III

General Purpose and Responsibilities:

The Child Development Consultant/Trainer III is responsible for assisting child care providers through specialized training, technical assistance, consultations and site visits.

Specific Duties and Responsibilities (include but not limited to):

1. Design, research, prepare materials and conduct workshops and training sessions for area child care providers, administrators and directors.
2. Serve as early childhood consultant and technical assistant for child care providers.
3. Recruit and provide training for diverse populations, specifically with exempt providers working toward licensing.
4. Schedule and conduct visits to area child care centers and family child care homes in order to offer on-site training, technical assistance and consultation services.
5. Provide assistance and consultation to both child care programs and individual caregivers seeking assistance in opening a child care program.
6. Participate in training seminars, conferences and specific projects as assigned.
7. Participate in collaborative training initiatives as assigned.
8. Provide technical assistance to child care programs seeking accreditation.
9. Any other individual responsibilities as assigned by the Educational Activities Supervisor to meet the requirements of agency training plans, grants and contracts such as:
 - a. Reading Is Fundamental (RIF) Early Literacy Project
 - b. Path to Excellence/Accreditation
 - c. Child Development Credential (CDA) Training/Mentoring
 - d. On-line Training in Rural Areas

Minimum Qualifications:

1. A Bachelor's Degree in Childhood Development, Early Childhood Education or a related field, or sufficient specialized training and experience as may be necessary to perform this job.
2. Excellent interpersonal and communication skills.
3. Working knowledge of DHR licensing requirements
4. Working knowledge of developmental needs of children
5. Working knowledge of training techniques for adults
6. Ability to react to change productively and perform other work related tasks as assigned
7. A valid driver's license and a vehicle covered by liability insurance

Professional Development Requirements: 30 Hours Annually

Email resume and inquiries to kcarroll@grecs.org.