

JOB DESCRIPTION

Job Title: *Training Specialist (7800)*

Job Summary:

The Training Specialist will oversee special projects and the licensure and training of childcare providers. The training specialist will develop, coordinate and implement a training program for childcare providers. He/she will collect data, complete reports, and monitor the program's state and federal regulations. Receives general supervision from the Resource & Referral Coordinator. Supervises staff as assigned.

Essential Functions:

- Supervise, support, implement, and evaluate special projects.
- Supervise, support, implement, and evaluate Resource & Referral's role in licensing orientations for childcare providers.
- Provide support services to child care providers in the process of becoming licensed
- Implement and monitor all state and federal regulations.
- Collect data for reports.
- Complete quarterly and annual reports.
- Develop training plan for childcare providers that includes training on infant/toddler care.
- Assist and act as interpreter for Spanish speaking providers during library visits, site visits, meetings, trainings and licensing orientations.
- Train childcare providers for the purpose of assisting all children reach their developmental milestones to full potential.
- Train staff on early childhood practices and workshop presentation.
- Build nurturing relationships with providers and assist in their growth and development.
- Act as a liaison between childcare providers, staff and community resources.
- Make provider site visits as needed.
- Supervise library staff in coordinator's absence.
- Attend regional and state meetings and conferences.

Knowledge, Skills and/or Abilities:

- **Skills/Abilities to:**
 - Interpret federal and state regulations and statutes.
 - Collect and analyze program data.
 - Use computer software, particularly Power Point, Microsoft Publisher. Prefer knowledge of NoHo.
 - Prepare complex reports from a variety of information sources on the status of program implementation.
 - Communicate clearly, concisely and professionally both orally and in writing.
 - Assist with the design and oversee the implementation of a training plan for childcare providers that includes an infant/toddler component.
 - Present workshops to meet the linguistic needs of child care providers.
 - Assist in monitoring program implementation in a variety of settings and propose strategies to correct identified problems.
 - Work with diverse populations.
 - Assist in coordinating functions and activities between the program and outside entities.
 - Assist in planning activities for the program to create goals, objectives and strategies.
 - Work evenings and weekends as needed.
 - Speak, read and write in English and Spanish.

- **Knowledge of:**
 - Theories and principles of infant and toddler growth and development.
 - Local social services agencies
 - Principles of personnel management, including supervision, training, monitoring, and evaluation of staff.
 - Report writing and generation.
 - Education and training resources that can assist child care providers.
 - Excel and Word computer programs.
 - Workshop presentation

Work Environment/Physical Abilities: Office environment. Traveling throughout Tulare County, and possibly further. Sitting and standing for extended periods of time. Regularly lift and/or move up to 10 pounds. Occasionally lift and/or move up to 25 pounds. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- AA/AS degree required.
- Certificate in Infant/Toddler Care or one (1) year experience working in an infant/toddler program.
- BA/BS degree preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.