



Job Description Child Development Consultant I

Position Title:	Child Development Consultant I
Reports To:	Training and Technical Assistance Coordinator
Classification:	Salaried / Exempt

Position Summary:

Under the supervision of the Training and Technical Assistance Coordinator, the Child Development Consultant I is responsible for providing training and technical assistance to child care programs to improve the quality of child care, special projects and the production of the *Quality Times*. At times night and weekend work may be necessary due to scheduled trainings.

Primary Responsibilities:

1. Coordinate, develop and implement trainings for child care providers that meet the needs of beginning, intermediate and advanced child care providers who may work in a variety of child care settings
2. Provide technical assistance, model teaching and/or consultation to child care providers
3. Oversee and provide technical assistance as indicated for special projects
4. Maintain all program data and documentation
5. Compile and submit accurate reports in a timely manner and in compliance with contract stipulations
6. Drive the Mobile Resources Library Van to routes as assigned
7. Adhere to IACET's Continuing Education and Training Standards for all trainings
8. Participate actively in early childhood professional organizations
9. Keep abreast of current literature and research related to child development, the child care field and the child care workforce
10. Assist at fundraising and training events when needed
11. Provide quality customer service to all internal and external customers of the agency
12. Follow agency procedures to assure reporting of suspected child abuse and/or neglect
13. Follow agency procedures in reporting any suspected licensing deficiencies observed at child care programs
14. Participate in the attainment and retention of CCAA Quality Assurance Accreditation
15. React productively to change and handle all other work-related responsibilities as assigned



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Qualifications:

1. Master's degree in Child Development, (Family and Consumer Sciences, Human Environmental Sciences, Human Development and Family Studies), Early Childhood Education or Elementary Education (with 30 credits in Child Development or Early Childhood) **or** a Bachelor's degree in Child Development, (Family and Consumer Sciences, Human Environmental Sciences, Human Development and Family Studies), Early Childhood Education or Elementary Education (with 30 credits in Child Development or Early Childhood)
2. Minimum: three to five years' experience with Master's degree OR seven to ten years' experience with Bachelor's degree working in early care and education directly with children and families
3. Prefer: experience with children ages birth through age 13 including children with special needs, families in a child care setting and adult learners
4. Excellent interpersonal communication and organizational skills
5. Working knowledge of Alabama Child Care Licensing Requirements
6. Knowledge of training techniques for adult learners and the different types of child care programs and the staff who work in them
7. Proficient in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access)
8. Motor vehicle report (MVR) must be acceptable according to the guidelines of Childcare Resources' current insurance carrier
9. Driver's license and regular access to vehicle covered by liability insurance with limits of \$100,000/\$300,000



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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Childcare Resources are employees “at-will”. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date