



JOB DESCRIPTIONS

Job Title: **Infant/Toddler CDA Coach/Trainer**
Reports to: Director of Research and Special Projects
Supervises: NA
FLSA Status: () exempt (x) nonexempt () full-time (x) part-time () other
Salary Range: \$33,779.00 - \$44,926.07

Position Summary:

This position works as a coach/trainer with selected infant/toddler teachers in early care centers to support them in completing their Infant/Toddler Child Development Associate (CDA) credential. Provide targeted infant/toddler training for project participants, complete classroom observations and provide technical assistance on the CDA process. Assist center staff in creating a language rich and stimulating environment and in completing age appropriate developmental assessments in a timely manner. Completes all documentation in support of project activities. Must maintain all coalition, provider's and families' information/data confidential.

Essential Job Functions:

I. Compliance

- Submits to supervisor monthly and quarterly reports of activities.
- Documents providers' visits and recommendations made.
- Documents providers' implementation and ongoing assessment of children.

II. Technical Assistance (TA) /Training

- Provides individualized coaching and technical support to infant/toddler teachers and center staff to facilitate their completion of the Infant/Toddler CDA credential.
- Develop, implement and evaluate infant/toddler training opportunities in accordance with CDA training requirements.
- Supports infant/toddler teachers through all stages of the CDA assessment process.
- Consults and provides recommended strategies on curriculum and environment adaptations that support infants and/or toddlers learning success.
- Models and coaches infant/toddler teachers in appropriate behavior with children in their infant and toddler programs.
- Coach and provides training in early childhood development and best practices for infant and toddler classrooms.
- Interacts and relates to staff in early childhood settings.
- Advises center director how to improve the functioning in infant toddler classrooms.
- Observes and advises center director/owner on improvement of the interaction between center staff and infants/toddlers to create developmentally appropriate and language rich environments
- Reviews individual infant/toddler teacher Professional Resource File materials and assessment materials prior to formal submission of CDA assessment request.

III. Program Support

- Works collaboratively with Providers Services Specialists to ensure information about providers' performance is shared to ensure proper service to providers.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Organizing own work, coordinating projects, setting priorities, meeting deadlines and following up on assignments with a minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to maintain a cooperative working relationship with a variety of constituents.
- Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing. Ability to communicate effectively sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Demonstrate knowledge of child development and appropriate child care practices and knowledge of Florida state standards and requirement
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening meetings.
- Ability to solve problems and deal with a variety of variables.
- Proficiency in the use of computer software (Microsoft Office Suite). Ability to navigate the Internet.
- Must possess a valid Florida Driver's License with ability to travel and make providers visits to and from work, and to travel to off-site locations.
- Professional appearance and presentation.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Knowledge of Child Development Associate (CDA) credential process and specific Infant/Toddler CDA credential requirements.
- Understanding of infant/toddler development, best practices in infant/toddler early care and appropriate teaching strategies with children 0-3 and adult learners.
- Knowledge of federal, state and local laws and regulations pertinent to children with disabilities and special needs.
- Knowledge of awareness and environmental barriers to inclusion and to the assistance of individuals, child care programs and other entities.
- Knowledge of the Americans with Disabilities Act (ADA) and ability to communicate the knowledge to child care personnel and the community.
- Knowledge of Florida Performance Standards.
- Ability to collaborate and coordinate with other community agencies, organizations to maximize efforts and avoid duplication of services.
- Ability to design and implement appropriate intervention strategies to assist child care programs in meeting standards.
- Knowledge of and ability to perform assessment of child care programs and homes.
- Experienced in working with children with disabilities and special healthcare needs.
- Understanding of and experience in training adult learners.

- Able to provide evening and/or weekend training, as required.
- Performs other duties as requested.

Education and Experience:

- Bachelor's degree in early child development, developmental psychology, special education or related field with an emphasis on infant and toddler development and a minimum of four (4) years related experience.
- Master's degree is preferred.
- Experience in designing and implementing training activities/materials and principles of adult learning.
- Knowledge of the Infant/Toddler Child Development Associate (CDA) credential assessment preferred.
- One year of experience in teaching and mentoring adults in a classroom setting.
- Knowledge in infant/toddler care and group settings.
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing - preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send resume to: Mmercado@elcoc.org

By fax to: 407-749-0287

By Mail to: Early Learning Coalition of Orange County

HR Specialist

P O Box 540387

Orlando, FL 32854