



## JOB DESCRIPTION

**TITLE:** Infant Toddler Specialist  
**TYPE:** Full-time (exempt)  
**REPORTS TO:** Sub-Contract Supervisor and VA ITS Network Central Office Training Coordinator  
**LOCATION:** Piedmont Southside

Smart Beginnings Danville Pittsylvania is a regional, school readiness non-profit organization. Our mission is to strengthen the system of individuals and organizations caring for and educating children from birth to age 8. Our goal is to ensure that as many children as possible are intellectually, physically and emotionally ready to succeed in school and in life.

### **PRINCIPAL RESPONSIBILITIES**

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- Works with training coordinator to plan work scope and monitor time lines.
- Maintains accurate records by inputting required information into database following program activities and assists in preparing monthly outcome reports.
- Participates in staff meetings, including ITS orientation and all other trainings as required by position.
- Consults with training coordinator on a quarterly basis, at a minimum, to discuss caseload progress and program issues.
- Completes training and inter-rater reliability requirements for the ITERS-R and FCCERS-R; and Program for Infant/Toddler Care (PITC) Training of Trainers and certification through WestEd within first year of employment.
- Maintain inter-rater reliability on ITERS-R and FCCERS-R and assist, as needed, in post assessments.
- Develops a portfolio of their work in the region.
- Will complete annual professional development plan in collaboration with regional office supervisor.
- Works with training coordinator to discuss ongoing individual TA needs.
- Complies with VA ITSN Program Procedures Guide.
- Participates in meetings and conferences, as directed.
- Will return all materials acquired with grant money to Child Development Resources (CDR) upon termination of employment.

### **Work with stakeholders: IT caregivers/teachers, directors, and families to provide three levels of services:**

Level 1: Quality Improvement – provide on-site consultation for TA, mentoring, and support using a Quality Improvement Plan (QIP) with infant and toddler programs most in need

- Assess program quality and identify strengths and areas for improvement.
- Work collaboratively with the program director and caregivers/teachers, and family/child care licensing office as needed, to develop a written QIP.
- Provide on-site consultation and targeted training; classroom-focused mentoring; modeling; video-taping and feedback; problem-solving; and, print materials to reach goals and outcomes specified in the QIP.

Level 2: Quality Enhancement – provide support to build programs’ capacity to improve and assure the continuing quality of their services to infants and toddlers

- Provide training sessions in health and safety practices, inclusion of children with disabilities, early literacy and deliver PITC module series training to groups or clusters of centers and family care homes within regions. Coordinate health and safety training with the VA Department of Health child care health consultants and local CHIP sites within the region.
- Conduct director forums as a mechanism for providing ongoing TA and support.

Level 3: Quality Assurance – make available to all programs by ensuring access to resources, e- mail and telephone consultation, web site support, audio-conferencing, and linkages to existing professional development opportunities

- Link programs to the VA ITS Network’s web site.
- Provide IT resources in a variety of formats, including promoting the use of the *Milestones of Child Development*.
- Link individuals with other state and national early childhood initiatives.
- Conduct audio-conferences, e-mail and telephone consultation.
- Provide supports/incentives to encourage caregivers/teachers to participate in professional development.
- Establish and maintain linkages with key stakeholders within the region.
- Foster partnerships with individuals from other community agencies serving infants and toddlers providing professional development.
- Conduct training sessions at regional and cross-regional institutes and state conferences for infant and toddler providers.

*Additional duties:*

- Perform other job-related duties as requested by supervisor.
- Sign an agreement to remain in the ITS position for a minimum of 18 months.
- Attend or conduct training in the evening or during weekends, as needed.

## **PREFERRED QUALIFICATIONS**

- Bachelor’s degree from an accredited institution in infant and toddler or early childhood education, or child development, human services, social work, or related field required. Master’s degree preferred.
- Must possess a strong knowledge base in child growth and development, including planning and implementing developmentally appropriate early care and education for infants and toddlers.
- Must possess excellent planning, organizational, and time management skills, the ability to mentor and coach adult learners, the capacity to build collaborative partnerships with stakeholders, and provide services that are culturally competent and appropriate to the needs of the target audience.
- Must possess the capacity to plan and conduct training for adults.
- Must exercise independent judgment and initiative in working with stakeholders, IT caregivers/teachers, directors, families, and staff to carry out regional activities.
- Must be able to establish and maintain effective working relationships and communicate orally in person, by telephone, and in writing with stakeholders, IT caregivers/teachers, directors, families, and those from diverse populations.
- Must possess knowledge of center-based child care and family child care licensing requirements.
- Must possess the skills and ability to use equipment necessary to carry out job responsibilities (e.g. computer and training software, cell/telephone, facsimile machine, projectors, digital cameras and video recorders).
- Must be able to travel throughout the region, including overnight and/or on weekends.

**Physical Requirements:** Must be physically able to independently operate a vehicle and travel independently throughout the region, and statewide as needed.

**Additional Requirements:** Must have a valid driver's license and insurance, dependable transportation, a negative TB test, and child protective services, criminal record, and sexual offenders' registry check.

*Smart Beginnings Danville Pittsylvania is an equal opportunity employer. SBDP prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, or veteran status. SBDP is a drug-free workplace.*