

Position Announcement
Position Available: May 6, 2015
(Open until filled)

Salary based on experience

Interested applicants should submit **Resume** and **Cover Letter** to
HR@CollabForChildren.org

Collaborative for Children is an Equal Opportunity Employer M/F/V/D and Drug-Free Workplace

CONSULTANT/TRAINER

POSITION SUMMARY: The Consultant/Trainer is responsible for providing consultation and training to early childhood educators as specified by the individual project. The consultant must have early childhood education and experience working in child care programs and be able to serve as a coach and role model for educators in the early childhood field.

REPORTS TO: Provider Engagement Manager

ALSO WORKS WITH: Provider Engagement (PE) Management Team, PE Consultants/Trainers, Administrative Coordinators, other CC staff

CLASSIFICATION: Non-Exempt

DUTIES & RESPONSIBILITIES:

50 % Provides consultation to child care professionals

- Builds supportive and professional relationships with early childhood teachers and directors
- Performs regular classroom and program assessments, when applicable
- Develops quality improvement action plans based on classroom and program assessments. Focuses on specific tasks, skills or techniques that can be mastered or measured
- Encourages, supports and works interactively with early childhood educators in implementing quality improvement action plans through coaching, modeling and reflective practice
- Documents all visits and communications with child care programs

25 % Provides training to child care professionals

- Develops and provides training that is engaging, highly interactive and based on adult learning theory, developmentally appropriate practice, CDA competency areas, Early Learning guidelines, Texas Core Competencies and NAEYC standards
- Assists in coordinating project trainings: providing information for flyers, training locations and contacting participants

15 % Provides data needed for documentation and evaluation

- Compiles data as requested in agency or other project reports
- Submits data and/or reports in a timely manner

10 % Completes other duties as assigned including:

- Participates in Provider Engagement Team meetings
- Participates in CC Staff Meetings
- Participates in CC Sponsored Events
- Represents CC at community events when requested
- Participates in professional development opportunities to improve skills

QUALIFICATIONS:

Minimum Education

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science; or
- Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
- Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program.

Minimum Skills and Experience

- Minimum of one year working in an early childhood setting
- Ability to work with adults in teaching/learning situations
- Knowledge of Texas Minimum Standards, NAEYC Professional Development Standards, Texas Core Competencies, and Early Learning Guidelines
- Knowledge of best practices in early childhood education
- Ability to relate to individuals from culturally diverse backgrounds
- Detail oriented with strong oral and written communication skills
- Strong interpersonal skills

- Strong organizational and documentation skills
- Demonstrated ability handle multiple tasks at one time
- Creative, flexible, and persistent in completing tasks
- Strong initiative; ability to work independently
- Demonstrated knowledge of Microsoft Word and Excel, Internet, e-mail, and entering data on a PC tablet
- Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication
- Ability to speak Spanish a plus

Equipment Used

- Computer skills with particular skill in use of Microsoft Office software (Word, Excel, and PowerPoint) and communications software (e-mail programs).
- Telephone, copier, audiovisual equipment

Working Conditions

- Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions

Contacts

- Require frequent contact by telephone, written communication and in person with individuals inside and outside the organization requiring tact, discretion, and diplomacy.

Physical Requirements

- Physical exertion includes bending, pushing, standing and walking. Must be able to move or lift approximately 25 pounds
- Ability to speak clearly and distinctly
- Good vision and good hearing acuity (with glasses and hearing aids, if necessary)
- Skill in use of computer screens and manual dexterity and skill in use of keyboard

Mental and Aptitude Requirements

- Analytical, conceptual, problem-solving and decision-making skills

Staff/Volunteer and Community Relationships

- Work cooperatively with CC staff, volunteers, customers and representatives of other organizations; conduct all business in a courteous, professional manner

Other

- Must be able to work on a flexible schedule
- Must have reliable transportation
- Must have a valid Texas State Driver's License

Employment contingent upon successful completion of a criminal background check