



JOB DESCRIPTION PROVIDER SERVICES PROFESSIONAL DEVELOPMENT SPECIALIST

ACCOUNTABLE TO: This Professional Development Specialist is accountable to the CCR&R Program Manager. Job performance evaluations will occur following a 12-month probationary period and on an annual basis thereafter.

JOB SUMMARY:

- Responsible for provider training and professional development opportunities and work
- Provide technical assistance to childcare providers
- Responsible for First Aid and CPR training to childcare providers
- Participate in Early Childhood Services Bureau trainings/meetings

DUTIES AND RESPONSIBILITIES:

RESPONSIBLE FOR ALL PROVIDER TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES AND WORK:

- Responsible to have an understanding of childcare trainings options, training sites and understanding of childcare licensing
- Responsible for training registration and data entry
- Development and coordination of delivery of the training program in accordance with the CCRR contract
- Coordinate Facebook training posts with other PDS staff
- Coordinate all aspects of the annual early childhood conference with the PDS team
- Develop newsletter articles for provider services topics with Outreach Specialist
- Work with new childcare providers to obtain a Montana Childcare License

PROVIDE TECHNICAL ASSISTANCE TO PROVIDERS

- Provide technical assistance for providers seeking to earn a CDA Credential
- Provide technical assistance for providers seeking to earn NAEYC and NAFCC accreditation
- Provide technical assistance to providers on a variety of topics
- Provide technical assistance to providers in a varies sites such as the Early Childhood Project, Montana Child Care Licensing, Child Care Training Org., and others as needed.

PARTICIPATE IN ECSB TRAININGS/MEETINGS:

- Participate in trainings/meetings sponsored by the ECSB as requested

GENERAL:

- In-town and out-of-town travel to include over-night travel may be required to perform the responsibilities of this position. The employee is to provide a mode of transportation for this travel. Some travel may be required during inclement weather. Mileage reimbursement is provided
- Attend regular staff meetings and supervisor meetings.
- Attend meetings and in-service training sessions as funding allows and in consultation with the CCR&R Program Manager.
- Complete other duties as assigned by CCR&R Program Manager

Be available in the evenings for trainings and special events

QUALIFICATIONS:

- Must be currently on the Montana Early Care and Education Practitioner Registry and a Level IV or higher on the Career Path.
- Must be well versed in the Early Care and Education Knowledge Base content areas as well as the Montana Early Learning Standards
- Must have expertise in child development
- Maintain membership with the Montana Professional Development Framework and the Practitioner Registry
- Familiarity and working knowledge of child care licensing regulations.
- Effective communication skills.
- Ability to work well with adults and children of all ages
- Ability to be flexible and problem solve
- Self-motivated and self-initiating
- Ability to work as a team member

PHYSICAL DEMANDS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Must also be able to lift up to 50 lbs.