

**Partnership For Children of Cumberland County, Inc.**  
Fayetteville, NC

**Position Description Plan**  
**Job Description**

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**Title of Position:** Regional Infant-Toddler Child Care Specialist

**Salary Range:** \$30,614 - \$34,441

**Incumbent:**

**Supervisor's Name and Title:**

Region 5 Administrator

**FLSA Status:**

Regular, Full Time, Non-Exempt:

**Date of Next Review:**

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**Primary Purpose of Position:**

The Infant/Toddler Child Care (ITCC) Specialist offers specialized training and on-site technical assistance to child care programs that serve infants and toddlers and works to help create and/or maintain a high quality of care in those environments, utilizing the ITERS-R, PITC, *Infant-Toddlers Foundations*, and the CSEFEL Pyramid Model. The ITCC's primary duties and responsibilities will related to the scope of work for the Infant/Toddler Enhancement Project.

**Duties and Responsibilities:**

**Technical Assistance:**

The ITCC Specialist provides technical assistance through on-site visits in local child care settings to mentor and assist teachers in providing quality infant-toddler care.

**Resource Development:**

The ITCC Specialist assists with the development of the teachers' resources to support infant/toddler development and learning.

**Trainings/Presentations:**

The ITCC Specialist incorporates *Infant-Toddler Foundations* and CSEFEL Pyramid Model content, as well as PITC, in training and technical assistance.

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The ITCC Specialist delivers infant/toddler presentations regionally, including ITS-SIDS and other standardized trainings and assists with the development of training in infant/toddler development and learning.

### Professional Development:

The ITCC Specialist encourages infant and toddler teachers to continue their professional development and provides information about the Infant-Toddler Care Certificate and T.E.A.C.H. Early Childhood® Scholarships.

### Collaboration:

The ITCC Specialist works with other consultants and technical assistance personnel in the region, the state team of Infant/Toddler Specialists and Project Manager to achieve goals of the project and ensure successful evaluation.

The ITCC Specialist cultivates partnerships with Early Childhood Departments of local community colleges, Local Planning and Coordinating Councils (LICC's) and other local agencies and groups working on Infant/Toddler issues and systems to support quality Infant/Toddler care.

### Data Collection:

The ITCC Specialist submits reports of CSEFEL activities, participates in the in NC/CSEFEL evaluation as a member of the NC/CSEFEL training cadre as directed by NC/CSEFEL Coordinator. Through coordination with the Planning, Development & Communications staff and the State Project Manager, the ITCC Specialist participates in a Project Evaluation Plan, including data collection and timely and accurate submission of data each quarter.

The ITCC Specialist demonstrates a strong understanding of the NC licensing and programmatic requirements in the early care and education system in North Carolina. The ITCC Specialist professionally represents the Partnership for Children of Cumberland County (PFC) and Child Care Resource & Referral (CCR&R) in the community and contributes in the production of CCR&R newsletters, training calendars, and other printed materials.

The ITCC Specialist is responsible for preparing and submitting all required reports, as directed, as well as maintaining documentation for data entry into appropriate database in a timely manner.

The ITCC Specialist will complete training in ITERS-R, FCCERS, and PITC, if not previously completed, within the constraints of the budget.

**In addition.** The ITCC must be proficient and reliable in early childhood rating scales.

In the event the ITCC possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.

The ITCC will attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.

It is the responsibility of all staff to contribute to the positive work environment at PFC.

PFC staff may work multiple grant activities: Time worked will be allocated as appropriate.

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PFC staff may work in other counties at the direction of the PFC President or designee; Time worked will be allocated as appropriate.

PFC employees will abide by the PFC policies and procedures and confidentiality statement in regards to working with sensitive information.

The ITCC is responsible for other duties as assigned.

### **ESSENTIAL FUNCTIONS :(4)**

#### **Non-Exempt/Exempt Non-Supervisor**

1. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; refers concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times.
2. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to immediate supervisor.
3. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources.
4. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others.
5. Assumes responsibility for managing personal time/schedules/deadlines; advises immediate supervisor of any conflict which may inhibit the organization's obligations; observes established rules/policies/procedures.
6. Communicates ideas/information for improving efficiency/procedures/cost control.
7. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/ organization.
8. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position.
9. Interacts with other departments/providers to assure information that affects the organization is communicated to the proper recipients.
10. Acknowledges and abides by all PFC established policies and procedures.

### **Knowledge, Skills, and Abilities:**

1. Superior organizational and presentation skills with an ability to express ideas clearly and concisely, verbally and in writing, within a specified time frame.

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2. Capacity to accept and follow through on assigned responsibilities with minimal guidance.
3. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, service providers, community agencies, media professionals, families and the general public.
4. Ability to carry out functions with minimal supervision and consequential errors.
5. Ability to maintain confidentiality of information in the performance of duties.
6. Strong interpersonal skills that allow for appropriate interaction with others; ability to communicate effectively and respectfully with a diverse community including sensitive issues and areas of conflict.
7. Proficient with the computer and related software, calculator, telephone, fax machine, copy machine, and other equipment, as required.
8. Knowledge of child care and early education issues, regulations, and child development.
9. Thorough knowledge of the organization's position regarding the achievement of its goals and mission, and its compliance with legal and regulatory requirements.

### **Education and Experience - Minimum Requirements:**

1. Bachelor's degree in early Childhood Education or related field.
2. Minimum of three years experience in direct service and management working with infants and toddlers, their families or programs that serve them.

OR

3. Master's degree in Early Childhood Education or related field.
4. Minimum of two (2) years experience in direct service and management working with infants and toddlers, their families or programs that serve them.

AND

5. Minimum of two years' experience providing technical assistance to child care programs to increase their quality care.
6. Program for Infant Toddler Care (PITC) certified or willingness/ ability to successfully complete modules I-IV upon hire.
7. Must have a level 11 or higher Early Educator Certification Scale through the NC Institute for Child Development Professionals.
8. A valid driver's license.

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### **Physical Requirements:**

Must be able to perform *Essential Functions* of the position.

### **Employer's Rights:**

This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

<b>Created /Evaluated</b>		
<b>Revised</b>	<b>July 1, 2010</b>	
	<b>March 2016</b>	<b>Updated the education and experience</b>
<b>Re-evaluated</b>	<b>March 2013</b>	