

# Job Description



**POSITION:** Early Childhood Specialist – Infant/Toddler specialty  
**DIVISION:** Early Childhood  
**REPORTS TO:** Director of Professional Development, Great Start to Quality  
**CLASSIFICATION:** Exempt

---

## Position Summary

The Early Childhood Specialist – Infant/Toddler specialty will primarily work to support the Infant/Toddler projects as part of the Great Start to Quality work funded through Child Care Development Fund (CCDF) grant. As such, these projects are part of a collaborative team focused on promoting innovative, high-quality, research-based early childhood practices and policies across the full continuum of early care and education programs and settings for children birth through age 8, with a special focus on Infants and Toddlers. Responsibilities will include: interfacing with Resource Centers staff across the state; supporting a learning community made up of a network of Quality Improvement Consultants, identified as Infant/Toddler specialists; implementing identified projects, activities, and tasks all with a special emphasis on Infants and Toddlers and the programs and providers who care for them; writing and communicating for a variety of audiences about early childhood content, focusing on Infants and Toddlers; contributing to project management, grant report writing, and proposal writing; and forming partnerships with other relevant organizations as needed, including local, state, and national partners. A strong knowledge and/or experience in state quality rating and improvement systems, infants and toddlers, effective coaching, mentoring, and adult learning strategies are required for this position.

## Duties and Responsibilities

*This list is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Contribute to the management and implementation to a variety of ongoing projects in a team atmosphere
- Stay abreast of information about early childhood care and education best practices and proposed local, state, and national policies
- Write about and present complex concepts to meet the needs of variety a audiences (e.g. practitioners, families, policy makers, funders, researchers, other professionals) at local, state, and national levels
- Contribute to grant report writing and proposal writing, including generating ideas for proposals and developing specific content needed for grant and report submission
- Form partnerships with other relevant organizations, work collaboratively with external partners, and maintain positive, professional relationships. This includes participation in cross-sector committees and workgroups
- Meet regularly with supervisor and Early Childhood Division team members to provide updates, discuss issues and challenges, and provide recommendations using a continuous quality improvement approach to develop and improve projects
- Perform other duties as assigned.

Early Childhood Investment Corporation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Early Childhood Investment Corporation complies with applicable state and local laws governing nondiscrimination in employment.

## **Required Qualifications**

### **Education and Experience**

- Bachelor's degree from a discipline related to the field of early childhood, social work, education, or developmental psychology with 3 – 5 years' experience. Master's degree strongly preferred.

#### *Relevant Experience*

- Mix of experiences in early childhood field preferred, including experiences such as:
  - Direct service experience as an early childhood professional (e.g., teacher, program director, social worker, home visitor, family child care provider)
  - Experience operating early childhood programs (e.g., program administrator), with special emphasis on Infants and Toddlers
  - Experience working with other early childhood professionals (e.g., training or technical assistance provider, teacher coach or mentor)
  - Experience developing and/or advocating for effective early childhood policies
  - Experience conducting early childhood research
- A strong knowledge and/or experience in state quality rating and improvement systems and effective coaching, mentoring, and adult learning strategies are required for this position
- A strong knowledge and/or experience in the latest research and best practices for Infants and Toddlers, including screening, assessment, and curriculum tools
- Familiarity and/or direct experience with the Program for Infant and Toddler Care (PITC) framework

### **Knowledge and Skills**

#### *Content Knowledge*

- Strong grounding in continuum of child development and services offered for children from 0–8 and best practices in fostering connections between early childhood settings, with an emphasis or specialty in Infants and Toddlers
- Expertise in research- and theory-based practices in early childhood settings, with an emphasis on Infants and Toddlers
- Knowledge of most effective ways to support early childhood professionals and common barriers to implementing high-quality care
- Strong knowledge of research- and practice-informed early childhood program and system development and implementation, which includes knowledge of features of effective professional development for early childhood professionals
- Ability to develop, conduct, and evaluate relevant and effective individual and group learning opportunities for adult learners
- Content expert for Infants and Toddlers
- Ability to engage in national, state, and local conversations around Infants and Toddlers

### *Desired Attributes*

- Capacities to work independently, maintain multiple responsibilities, and work under deadline pressure.
- Ability to create and sustain a collaborative approach in the workplace, on external committees, and in the community.
- Creative, resourceful, and forward thinking with strong problem-solving, leadership, and analytical skills.
- Strong oral and written communication skills and ability to make information accessible for a variety of audiences
- Ability to utilize data to support work
- Ability to be an effective and valued member of a team
- Ability and willingness to adapt to and support an evolving work environment, which includes periodically working an extended work day and engage in regular state-wide travel (must have ability to operate an automobile and possession of a valid driver's license and insurance).

### *Technical Skills*

- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook software usage