



## Training Coordinator Child Care Resource and Referral

CCR&R/6

### JOB SUMMARY

This position is responsible for planning, documenting, coordinating, and ensuring dissemination of early childhood education in a 52 county service area that meets the needs for professional development of licensed and registered early learning professionals for basic health and safety, intermediate and advanced training in developmentally appropriate practice.

### MAJOR DUTIES

- Provides information and resources to early learning professionals and parents.
- Assists early learning professionals with enrollment for institutes, conferences, and degree programs.
- Encourages participation in local child care provider associations and networks.
- Manages a training tracking system to ensure accuracy in scheduling, documenting and reporting a training database, and uploading participant data regularly.
- Plans and coordinates annual regional ECE conferences, as funding allows.
- Submits and uploads training schedules to Quality Rated and open/advertise comprehensive training to the Georgia Early Care and Education Training Calendar on a monthly basis.
- Ensures comprehensive professional development needs of early learning professionals are met by ongoing communication with other Georgia CCR&R agencies.
- Maintains and expands roster of qualified early childhood trainers by ongoing recruitment and evaluation.
- Coordinates logistics for training workshops, including scheduling, reserving locations, securing equipment, requesting food as funded, and meeting any other general needs of the trainer.
- Assists with reporting documented monthly training and other tasks to include collecting and reviewing staff travel statements.
- Provides training status updates regularly.
- Creates and maintains a comprehensive training calendar for Training and Technical Assistance staff.
- Generates a monthly professional development newsletter to early learning professionals to mail, email and upload to the CCR&R webpage.
- Monitors and updates CCR&R webpage weekly.
- Provides logistical support for information fairs, special events, staff meetings both in-person and teleconference.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of data management and training principles.
- Knowledge of Georgia child care licensing rules and regulations.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Ability to work independently.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Executive Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include college and division policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for division operations. Successful performance helps ensure the efficiency of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, child care providers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.
- Occasional daily or overnight travel required for professional development and meetings.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of an associate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the agency in order to direct and coordinate work within the department, usually interpreted to require one year of related experience.