



Los Angeles County Office of Child Care
Race to the Top-Early Learning Challenge Grant

Consultant Opportunity:
Professional Development Specialist
Date Released: December 5, 2013

Introduction: The Los Angeles County Office of Child Care (OCC) seeks a dynamic individual to provide training coordination and professional development support services for child care programs participating in its Race to the Top-Early Learning Challenge (RTT-ELC) pilot. The RTT-ELC is a voluntary quality rating and improvement system for licensed child care programs caring for children ages birth to five. Through this pilot, the OCC will serve 175 child care programs, consisting of both child development centers and family child care homes located throughout Los Angeles County. In addition to issuing quality ratings, RTT-ELC provides quality improvement support to participating child care programs, such as awarding quality improvement grants, implementing early education trainings and offering on-site coaching (through a partnership with Child Care Resource and Referral Agencies). Our RTT-ELC pilot is funded by the California Department of Education, Child Development Division through December 2015.

Summary of Responsibilities: Under general supervision of a program manager, the RTT-ELC Professional Development Specialist procures, coordinates and in some instances directly delivers professional development trainings to licensed child care programs.

Essential Functions:

1. Collaborates with the OCC's professional development consultant to identify training priorities and strategies for licensed family child care homes and child development centers participating in RTT-ELC;
2. Procures professional development services for early education programs enrolled in RTT-ELC by completing required documentation and following County guidelines;
3. Functions as a liaison between the OCC and subcontracted trainers:
 - o Identifies training venues/facilities and schedules trainings with trainers, based on their availability;
 - o Conducts trainer orientations to ensure they understand the OCC's RTT-ELC goals, program model and quality rating standards;
 - o Sustains a good relationship with coaches, trainers and entities providing professional development services for RTT-ELC participants;
4. Delivers direct trainings to family child care providers and child development center staff on specialized topics on an as needed basis. Topics may include:
 - o Ages and Stages Questionnaire (ASQ);
 - o Environment Rating Scale(s);
 - o Classroom Assessment Scoring System (CLASS); and

5. Completes quality improvement grant reviews:
 - o Works with early education programs to resolve questions or to revise grant requests as needed.

Knowledge/Skills Requirements:

- Knowledge of early education systems
- Basic understanding of the purpose of quality standards in early education and a working knowledge of the ASQ, CLASS and Environment Rating Scales (FCCERS, ECERS, ITERS)
- Ability to facilitate group trainings/workshops and proficiency in adult learning techniques
- Flexibility and ability to work in a fast-paced, changing environment
- Must possess outstanding interpersonal and communication skills, both orally and in writing
- Excellent time management skills and ability to prioritize tasks
- Strong computer literacy skills and proficiency in Microsoft Office programs (Word, Excel, and PowerPoint)

Formal Education: Bachelor of Arts degree in Child Development from an accredited university or institution.

Preferred Experience: Three or more years providing professional development coordination or training services in early education or in another related field. A Master degree in Child Development will be accepted in lieu of two years of experience.

Language proficiency required: English; Spanish a plus.

Compensation and Other Information: This is a consultant position that will be contracted through June 30, 2014, with a yearly option to renew contingent on need and available funding. Viable applicants must have a driver's license, an operating vehicle for transportation to and from trainings, and car insurance that meets the County's requirements. Compensation is \$40 per hour. Contract for this year may not exceed more than 1,800 hours.

Application Instructions: Submit 1) an interest letter; 2) a copy of your resume; and 3) proof of meeting this position's formal education requirement electronically to hchavez@ceo.lacounty.gov.

Questions: Please email questions about this consultant opportunity to Helen Chavez, RTT-ELC Program Manager, at hchavez@ceo.lacounty.gov.

Application Deadline: Monday, December 23, 2013 at 5:00 p.m.