



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

**Consultant Opportunity:**  
**Title V Professional Development Specialist**

Original Date Released: December 5, 2013

Re-Release Date: March 18, 2014

**Introduction:** The Los Angeles County Office of Child Care (LAOCC) seeks an individual with expertise and experience administering child development centers funded by the California Department of Education (CDE) to help develop streamlined quality assessment policies and provide technical assistance to 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 child ages birth to five. Through this pilot, the LAOCC will serve at least 175 child care programs, consisting of both child development centers and family child care homes located throughout Los Angeles County. Over 50 percent of centers currently participating in the LAOCC's RTT-ELC pilot are CDE-funded and must comply with the CDE's categorical program monitoring requirements. In addition to issuing quality ratings, RTT-ELC also 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 CDE's Child Development Division up through December 2015.

**Summary of Responsibilities:** Under general supervision of a program manager, the RTT-ELC Title V Professional Development Specialist helps develop quality assessment policies and corresponding documentation templates, creates specialized training content and in some instances directly delivers professional development trainings to CDE-funded child care programs.

**Essential Functions:**

- Collaborates with the LAOCC's professional development consultant to identify training priorities and strategies for CDE-funded child development centers and family child care homes participating in RTT-ELC;
- Advises LAOCC's RTT-ELC program manager on how to integrate the CDE's categorical program monitoring dimensions and criteria with the RTT-ELC's quality assessment review requirements in order to create an integrated process for CDE-funded programs;
- Functions as a liaison between the LAOCC, CDE-funded centers and other professional development providers as needed:
  - Coordinates/facilitates meetings with center directors and administrators;
  - Sustains a good relationship with coaches, trainers and entities providing professional development services for RTT-ELC participants;

- Delivers direct trainings to child development educators on specialized topics on an as-needed basis. Topics may include:
  - Ages and Stages Questionnaire (ASQ);
  - Desired Results Developmental Profile-Revised (DRDP-R);
  - Environment Rating Scale(s); and
  - Classroom Assessment Scoring System.

**Knowledge/Skills Requirements:**

- Comprehensive knowledge of CDE funding, policies and quality review procedures for center-based child development programs;
- Expert knowledge of the CDE’s categorical program monitoring process;
- Expert knowledge of the *California Code of Regulations, Title 5, Division 1, Chapter 19; Child Care and Development Programs sections;*
- Knowledge of the ASQ, DRDP-R, CLASS and Environment Rating Scales (FCCERS, ECERS, ITERS);
- Ability to facilitate group trainings/workshops and proficiency in adult learning techniques;
- Must possess outstanding interpersonal and communication skills, both orally and in writing; and
- Strong computer literacy skills and proficiency in Microsoft Office programs (Word, Excel, and PowerPoint).

**Formal Education:** Program Director permit or Master’s of Arts degree in Child Development from an accredited university or institution.

**Preferred Experience:** Five or more years providing administration and/or professional development coordination services for CDE-funded child development programs.

**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 1,000 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](mailto:hchavez@ceo.lacounty.gov).

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

**Application Deadline:** Open until need is filled.