

# MountainHeart

## Job Description

**Job Title:** Infant/Toddler Coaching Specialist  
**Department:** Child Care Resource and Referral  
**Reports To:** Professional Development Team Supervisor  
**FLSA Status:** Exempt  
**OSHA Category:** Category 3

**Summary:** Provide specialized coaching and technical assistance to administrators and caregivers of children less than 36 months of age. Provide leadership and implementation for specific infant/toddler quality initiatives.

### **Essential Duties and Responsibilities:**

#### **Coaching & technical assistance to include general requests for the following:**

- Health & Safety, diapering/handwashing, and safe sleep
- Concerns noted in TACIT visits, ITERS 3 evaluations
- Curriculum implementation
- Biting/expulsion prevention
- I/T Credential Specialization
- Portfolio development as well as other relevant topics

#### **Leadership and implementation include the following:**

- Promoting and educating providers and community members on the WV Breastfeeding Friendly Child Care Designation (BFCCD) initiative
- Recruiting child care centers, facilities, and family child care providers to participate in the initiative
- Serve as lead contact for the site
- Serve as the Team Leader for the TA team consisting of the Child Care Nurse Health Consultant, and the Child Care Health Educator
- Maintaining documentation, provide annual check-ins, review steps for renewal, informing State ITSN Coordinator of progress, challenges and completion as needed
- Request bonus stipend once steps are completed

#### **Other duties include:**

- Participate in the Traveling Resources for Infant Providers (T.R.I.P.) program by collaborating with the TRAILS team
- Promote membership in the WV Infant Mental Health Association and provide coaching through the endorsement process
- Collaborate with local Community Colleges and Technical schools to promote articulation of WVIT I-R and WVIT II
- Work closely with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, visits, and coaching strategies to assist providers
- Participate in the Infant/Toddler Specialist Network
- Attend and participate in Professional Development sessions and meetings, including staff meetings, Professional Development Team meetings and quarterly ITS meetings as required
- Maintain confidentiality at all times
- Other duties as assigned

November 27, 2023

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**Supervisory Responsibilities:**

There are no supervisor responsibilities with this position.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, Power Point and Excel. Excellent communication skills and ability to use office equipment. Must have good recall memory, organizational and listening skills. Highly motivated and self-disciplined. Experience in organizing and conference planning, as well as experience on special projects and initiatives preferred.

**Education and/or Experience:**

**Preferred:** A master's degree in early childhood, developmental psychology, educational psychology, or child development. Specialized training in coaching and adult learning. Certification for the Program for Infant/Toddler care. Infant/Toddler Mental Health Endorsement for Category I or II. Three years of work experience as an Infant/Toddler Specialist.

**Standard:** A bachelor's degree in early childhood, developmental psychology, or child development. Specialized training in coaching and adult learning. Certification for the Program for Infant/Toddler Care. Infant/Toddler Mental Health Endorsement for Category I or II. Five years of work experience as an Infant/Toddler Specialist.

**Division of Early Care and Education Approval Required:** A bachelor's degree in early childhood, developmental psychology, or child development. Specialized training in coaching and adult learning. One-year relevant occupational experience.

APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges. Must have a valid driver's license.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients and the general public. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee will sit, reach with hands and arms. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds. Extensive travel is required.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually quiet. However, at training sessions, the noise level may be loud.

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Employee Signature

Date