

## MountainHeart Job Description

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

**Summary:** This position is responsible for the professional development and technical assistance to providers caring for infants and children.

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

- Develop and present professional development sessions to childcare providers who care for infants and toddlers and other early childhood professionals.
- Adhere to the Department of Health and Human Resources (DHHR) requirement for the provision and content of training, including WVIT I and WVIT II and/or any other mandated professional development.
- Provide technical assistance, mentoring and educational support on an ongoing basis.
- Consultation with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, training topics and sessions, technical assistance visits and strategies to assist providers.
- Maintain a current calendar of professional development sessions, technical assistance visits, meetings and other scheduled activities.
- Attend and participate in all meetings and professional development sessions as required.
- Submit and maintain WV STARS professional development records, as per policy.
- Alert providers to any recalls of any infant and toddler, early childhood or school age products.
- Submit all monthly reports as required.
- Ensure compliance with state regulations.
- Submit at least one newsletter article on a quarterly basis.
- Assist with planning and implementation of regional childcare conferences or quarterly Super Saturdays.
- Registers training with statewide training calendar.
- Research and keep current on infant and toddler information and trends.
- Document training records.
- Prepare action plans and reports.
- Advise, review and recommend infant and toddler resource items to purchase.
- Approve and assist in ordering infant and toddler resources for providers.
- Extensive travel is required.
- Maintain confidentiality at all times.
- Other duties as assigned.

### **Supervisory Responsibilities:**

This position has no supervisory duties.

Updated: February 14, 2022

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**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. Some 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.

**Education and/or Experience:**

Minimum of a bachelor's degree in an early childhood/child development field or, upon written request, a related field with at least 15 college hours in early childhood and one-year relevant experience. Meet the qualifications to be an approved trainer through the West Virginia Early Care and Professional Development System. Concentration in infant and toddler studies and /or certifications preferred. Must have valid driver's license.

APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges.

**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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit and reach. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

The employee is frequently required to drive, type, hear, sit, and be able to see.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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

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