

EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

JOB DESCRIPTION: TRAINING SPECIALIST

REPORTS TO: PROFESSIONAL DEVELOPMENT SUPERVISOR



STATUS: Non-Exempt

SALARY RANGE: \$45,000 - \$55,000

The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.

General Description:

The Training Specialist is responsible for developing and providing training, through the PROMISE Institute, within our service area to enhance performance of Early Learning Educators through a focused approach on current Best Practices in the field of Early Education.

Responsibilities:

- Coordinate/facilitate trainings both face to face and virtual to meet expressed needs of providers.
- Provide and write trainings for providers and families (parents) as needed or as directed.
- Assist providers with the creation of appropriate activities to target areas where assistance is relevant and necessary.
- Assist in the navigation of formal education pathways.
- Follow up technical assistance/coaching in conjunction with designated trainings focus areas to include but not limited to a social emotional focus as needed.
- Assist providers and teachers in accessing Coalition website for training registration and fluid in navigation of Talent LMS.
- Plan, organize and coordinate multiple work assignments.
- Conduct CLASS observations when needed or assigned.
- Out of town travel may be required and may be required to work outside normal working hours and/or on the weekend to meet the needs of the providers as directed by Management.
- Strong written and oral communication skills including the ability to successfully create training materials to include power point presentations.
- Other duties as assigned in alignment with the Strategic Plan

Requirements:

- Certified/Reliable in various CLASS Assessment tools. (preferred)
- Associate Degree and/or Bachelor's Degree in early childhood education or related field preferred, plus experience in early childhood and training.
- Must pass a criminal background check and drug test.

