



Job Description

Job Information

Job Title:	Child Development & Behavioral Specialist	Job Family:	Program Support
Manager:	Senior Director of Child Care	WC Code:	
FLSA Status:	Exempt	Eligible for OT:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Summary

Follow the directives of various initiatives in order to improve the quality of child care providers throughout the local area. Provide guidance, training and mentoring to child care providers serving infants and toddlers to ensure compliance with Texas Rising Star (TRS) regulations and provide technical assistance as needed. Monitors child care providers to ensure compliance with contractual regulations.

Essential Job Functions

- Promote the expansion and improvement of TRS providers in the Workforce Solutions Deep East Texas (WSDet) 12-county region by working in close coordination with the Child Care sub-recipient, co-workers and community partners to recruit child care center directors who are not TRS certified providers.
- Provide specialized consultation and support to child care centers experiencing significant behavioral challenges among enrolled children, including on-site observations, individualized behavior support planning, staff coaching, and family engagement strategies to promote positive social-emotional development.
- Conduct on-site visits to early learning centers to assess and support children exhibiting challenging behaviors through observation, documentation, and behavior intervention strategies
- Collaborate with center staff and families to develop and implement individualized plans that support positive behavioral outcomes and inclusive learning environments
- Mentor child care providers to increase the number of certified TRS providers, including sharing best practices in early childhood education
- Perform mock assessments and environmental checklists in child care classrooms
- Identify steps current TRS providers can take to maintain or increase their TRS levels of certification.
- Conducts training on TRS requirements and the minimum standards of Texas child care licensing.
- Assist in developing instructional materials, training certificates, sign-in sheets and evaluations for workshops/training given to directors, assistant directors and provider staff.
- Visits child care centers/providers to outreach, mentor, provide child care resources including developmentally appropriate books, materials and equipment to TRS certified and applicant providers.
- Provide required on-site hours per child care provider per month until TRS certification is obtained.
- Provide technical assistance as needed for Texas Rising Star certification compliance and progress.
- Complete required initial and on-going training through the Children's Learning Institute (CLI) Infant-Toddler Specialist Network (ITSN) program.
- Support underserved population in child care centers/homes by:
 - a. Mentoring/guiding teachers in interactions with infants/toddlers
 - b. Assist in obtaining age specific materials for infants/toddlers
 - c. Administer ITSN trainings
- Serve as liaison between the Board and ITSN Network
- Conduct specialized observations in infant and toddler classrooms
- Create a plan consisting of goals and expectations for providers to follow until TRS certification is achieved. (CQIP)

Workforce Solutions Deep East Texas is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws. Auxiliary aids and services are available upon request to individuals with disabilities.

- Ensure child care providers meet TRS certification requirements by preparing assessments to guide the potential TRS providers through the phases of TRS certification and final TRS certification.
- Attend required Peer Learning Community meetings (PLC) for both TRS and ITSN
- Monitor state licensing deficiencies to ensure accurate and timely visits to TRS centers/homes placed on probation or suspension
- Assist in the planning, procurement, and implementation of Child Care Quality initiatives and special projects
- Prepare and present speeches and slide shows, conduct meetings: train other staff, participate in conferences
- Identifies and documents process improvement opportunities.
- Travel is required within the region, and limited overnight travel may be required to attend regional, state, or national conferences, workshops, meetings, or trainings.
- Performs other duties as assigned.

Education and Skills Requirements

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education or family consumer science
OR
- Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education or family consumer science with at least 12 credit hours in child development
OR
- Associate degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education or family consumer science with two years of experience as a director in an early childhood program, with preference given to experience with a provider that is accredited or TRS certified
- A valid driver's license
- Minimum work experience, two years of full-time early childhood classroom experience in a child care, early head start, or pre-kindergarten through third grade school program
- Excellent computer skills, working knowledge of Microsoft applications, and other software
- Ability to relate to individuals from culturally diverse backgrounds
- Exceptional interpersonal skills
- Ability to establish and maintain positive and cooperative working relationships with a variety of personalities
- May be required to utilize a personal automobile on an agency related business requiring a current valid driver's license and current automobile liability insurance.

Physical Demands and Work Environment

- The work is performed in an inside office setting with moderate noise level, and outdoors as related to task performance. This job frequently requires the employee to stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25-50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 50 pounds. Ability to travel frequently within the 12-county area.