



## Education Specialist

**Child Care Resource Network** is a not-for-profit agency that brings together parents, child care providers, community members, business, and the government to develop and support accessible and affordable quality early care and education for families and children in Buffalo and Erie County. We are looking for an Education Specialist. Under the direction of the Education Supervisor, the Education Specialist is responsible for providing technical assistance and education programs for all modalities of child care professionals.

### Essential Duties and Responsibilities:

1. **Utilize** current research-based and/or best practice information to develop trainings as evidenced by completion of the CCRN Training Template.
2. **Develop** and **Implement** professional development programs for all modalities of child care providers, including but not limited to individual classes, seminars, off-site classes and technical assistance.
3. **Develop** and **Implement** eleven (11) trainings a year not related to other job responsibilities.
4. **Use** feedback from evaluative tools to guide decision making and planning for future training and technical assistance.
5. **Serve** on at least one (1) local committee regarding early childhood education and care as assigned. Keeps supervisor apprised of the work of the committee.
6. **Serve** as a member of the Education team
  - a. **Serve** as member of the staff team, and **attend** meetings and trainings as required. Act as a positive participant.
  - b. **Support** Education Departments Technical Assistance efforts.
7. **Responsible** for monthly Training Assistant (TA) Process
  - a. **Oversees** TA schedule and follow-up with staff to assure all trainings are covered
  - b. **Maintains** Policies and Procedures Manual
9. **Professional Development Registration,**
  - a. **Assists** providers with training selections.
  - b. **Responsible** for training registration and data entry
10. **Responsible** for facilitating SUNY Videoconferences.
  - a. **Facilitates** SUNY Video Trainings
  - b. **Compiles** paperwork related to SUNY Videoconferences.
11. **Carry** out other duties as needed.

### Job Requirements:

1. Bachelors Degree in Early Childhood Education or equivalent in job experience.
2. Three years experience working as a trainer.
3. At least 3 years experience working in an Early Childhood Environment
4. Excellent oral and written communication skills as well as group presentation skills.

5. Planning and development skills related to adult education.
6. Strong knowledge base of Early Childhood Programming and Child Development. Excellent human relation skills as well as the ability to work effectively with a wide range of people including the current predominant linguistic, racial and ethnic populations of Erie County.
7. Function as a member of the Education Department in developing and delivering high quality early childhood education classes.
8. Working knowledge of Microsoft Office and Power Point.
9. Valid NYS Driver's License and a vehicle with current registration and insurance.

**Physical Demands:**

1. Can regularly do repetitive tasks such as keyboarding and mouse operation.
2. Able to lift 25 lbs.
3. Able to go up and down stairs.

**To apply** submit resume and salary requirements to Renée Gietz, Director of Operations, Child Care Resource Network, 1000 Hertel Ave., Buffalo, NY 14216 or [rgietz@wnychildren.org](mailto:rgietz@wnychildren.org) by October 16, 2011. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, familial, or marital status.