

EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

JOB DESCRIPTION: TRAINING SPECIALIST

REPORTS TO: PROGRAM MANAGER



STATUS: Non-Exempt

**SALARY RANGE:
\$28,000 TO \$42,000**

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 within our service area to enhance performance of Early Learning Educators, ensuring that each is offered training and technical assistance to be in compliance with Program Assessment Tools and current Best/Promising Practices in the field of Early Education.

Responsibilities:

- Develop, maintain and publicize annual training program and calendar.
- Provide a minimum of 30 (thirty) hours per month of training in areas of early childhood education, developmentally appropriate practice/activities, special needs and program development as needed or as prescribed by the Coalition.
- Coordinate/facilitate additional trainings to meet expressed needs of providers.
- Provide training to parents and other interested persons, as needed or as directed.
- Assist providers with the creation of appropriate activities to target areas where assistance is relevant and necessary.
- Assist providers with the most current and updated certification information along with available training opportunities.
- Assist providers and teachers in accessing Coalition website for training registration.
- Knowledge and accurate facilitation of the Coalition process for attainment of Continuing Education Units (CEU's).
- Plan, organize and coordinate multiple work assignments.
- Offer quality customer service.
- Organizational ability and effective records management practices.
- Professional appearance and effective presentation skills as position requires attending community meetings to represent the Coalition.
- 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.

