



Los Angeles County Office of Child Care
Race to the Top-Early Learning Challenge Grant

Consultant Opportunity:
Professional Development Coordinator

Date Released: March 6, 2015

Introduction: The Los Angeles County Office of Child Care (LAOCC) seeks a dynamic individual to provide training coordination and professional development support services for child care programs participating in its Race to the Top-Early Learning Challenge (RTT-ELC) pilot. The RTT-ELC is a voluntary quality rating and improvement system for licensed child care programs caring for children ages birth to five. Through this pilot, the LAOCC will serve 175 child care programs, consisting of both child development centers and family child care homes located throughout Los Angeles County. In addition to issuing quality ratings, RTT-ELC provides quality improvement support to participating child care programs, such as awarding quality improvement grants, implementing early education trainings and offering on-site coaching (through a partnership with Child Care Resource and Referral Agencies). Our RTT-ELC pilot is funded by the California Department of Education, Early Education and Support Division up through June 2016.

Summary of Responsibilities: Under the direction of the Lead QRIS Consultant, the RTT-ELC Professional Development Coordinator procures, coordinates and in some instances directly delivers professional development trainings to licensed child care programs.

Essential Functions:

- Review and/or revise the professional development model that focuses on improving child care quality for licensed family child care homes and child development centers participating in RTT-ELC;
- Partner with representatives from the Child Care Alliance of Los Angeles and Child Care Resource and Referral (R&R) Agencies to coordinate and monitor professional development support;
- Procures professional development services for early education programs enrolled in RTT-ELC by completing required documentation and following County guidelines;
- Functions as a liaison between the LAOCC and subcontracted trainers:
 - Identifies training venues/facilities and schedules trainings with trainers, based on their availability;
 - Conducts trainer orientations to ensure they understand the LAOCC's RTT-ELC's goals, program model and quality rating standards;
 - Sustains a good relationship with coaches, trainers and entities providing professional development services for RTT-ELC participants;

- Delivers direct trainings to family child care providers and child development center staff on specialized topics on an as-needed basis. Topics may include:
 - Ages and Stages Questionnaire (ASQ);
 - Environment Rating Scale(s); and
 - Classroom Assessment Scoring System (CLASS).

Knowledge/Skills Requirements:

- Knowledge of early education systems
- Basic understanding of the purpose of quality standards in early education and a working knowledge of the ASQ, CLASS and Environment Rating Scales (FCCERS, ECERS, ITERS)
- Ability to facilitate group trainings/workshops and proficiency in adult learning techniques
- Flexibility and ability to work in a fast-paced, changing environment
- Must possess outstanding interpersonal and communication skills, both orally and in writing
- Excellent time management skills and ability to prioritize tasks
- Strong computer literacy skills and proficiency in Microsoft Office programs (Word, Excel, and PowerPoint)

Formal Education: Master of Arts degree in Child Development, or a closely related field, from an accredited university or institution.

Preferred Experience: Five or more years providing professional development coordination or training services in early education or in another related field.

Language proficiency required: English; Spanish a plus.

Compensation and Other Information: This is a consultant position that will be contracted through June 30, 2016, contingent on need and available funding. Viable applicants must have a driver's license, an operating vehicle for transportation to and from trainings, and car insurance that meets the County's requirements. Compensation is \$60 - \$70 per hour based on education and experience. Contract for this period may not exceed more than 2,800 hours.

Application Instructions: Email 1) an interest letter and; 2) a copy of your resume to [Kathleen Malaske-Samu @kmalaske@ceo.lacounty.gov](mailto:Kathleen.Malaske-Samu@kmalaske@ceo.lacounty.gov).

Questions: Please email questions about this consultant position to Jocelyn Tucker, Lead QRIS Consultant, at jtucker@ceo.lacounty.gov.

Applications will be accepted until the position is filled.