



Training Specialist

Department: Iowa Child Care Resource and Referral

Pay Grade: 21

Supervisor's Title: Program Services Supervisor

General Purpose of the Job: Responsible for organizing and coordinating child care provider training opportunities for all counties served by the Resource and Referral Program in Iowa.

Minimum Level of Education/Experience Required: Bachelor's degree in Early Childhood, Public Relations, Communication or a related degree. Or an AA in Early Childhood Education, Public Relations, Communications or related field and at least 3 years of relevant experience.

License or Certificate Required: In addition to the above requirements, must have a valid Iowa or Illinois Driver's license and proof of automobile insurance.

Supervisory Responsibility: None

Eligible for Telecommuting: Yes

Schedule: Flexible

Primary Duties and Responsibilities:

- A. Promote all Child Care Resource and Referral services
- B. Utilize data tracking systems and other reporting tools to support data collection and to complete required reports
- C. Complete two hours of child abuse training within 30 days of hire and every 5 years thereafter
- A. Responsible for coordination of provider training and preparation of training calendar
- B. Identify trainers and participants for regional training opportunities
- C. Assess provider training needs within service area and develop and submit regional training plan for Department approval
- D. Maintain provider training records using statewide evaluation tools and attendance logs
- E. Utilize social media and constant contact to remind providers of upcoming training, share important information, and encourage providers to pursue ChildNet certification, QRS rating levels, etc.
- F. Provide and facilitate additional trainings based upon locally identified needs
- G. Assist with preparation of reports
- H. Collaborate with early childhood groups and providers to develop/maintain training opportunities and respond to unmet training needs
- I. Directly supervise Training Assistant(s) to ensure support of training requirements
- J. Participate, as requested, in local and statewide trainings and meetings

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			
Lift up to 10 Pounds		X		
Lift up to 25 Pounds		X		
Lift up to 50 Pounds	X			
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment				X
Use computer				X
Use small kitchen appliances	X			
Motor vehicle operation			X	
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals	X			
Work in outdoor weather conditions	X			
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel			X	
Noise: Moderate levels of noise, typical to office environment.				
Protective Clothing/Equipment Required: None				

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 4/7/2020 By: RL