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| **CAPITOL REGION EDUCATION COUNCIL POSITION DESCRIPTION** |
| **Position Title:** Trainer **Program:** Early Childhood  **General Purpose:**  Under the direction of the Director Early Childhood, to provide training and technical assistance to child care providers, corporate clients, teachers and parents in early childhood and balancing work and family issues.  Essential Duties and Responsibilities: 1.     Plans, develops and delivers training for family child care providers and relative caregivers including recruiting prospective and existing providers and caregivers for training, arranging for training facilities, preparation of training materials, evaluating training and coordinating with appropriate regional and local child care groups for the delivery of services. 2.     Plans and conducts on-site seminars for corporate clients involved with the Connecticut Consortium for Business and Family.  Provides child care and summer camp fairs for corporate members of the consortium. 3.     Collaborates with community colleges and other educational institutions to provide access and incentives for providers and caregivers to receive advanced professional development and training.  **Knowledge, Skills and Abilities** BS in early childhood education, 3 years of experience in teaching both children and adults and at least one year of experience working with child care providers from various ethnic and cultural backgrounds or equivalent combination of education and experience.  Requires thorough knowledge of early childhood development including discipline and parent education.  Must have knowledge of adult learning styles and have excellent presentation skills.  **Supervision** None.  **Working Conditions** Normal.  These statements are intended to describe the general nature and level of work being performed rather than give an exhaustive list of all duties and responsibilities.  **Date:** 4/98 |