

Job Description

Title: Programs Training Specialist
FLSA Status: Non-Exempt
Date: _____

Department: Education and Training
Reports to: Director of Education & Training
Approved: _____

Job Summary:

Under general supervision and using independent judgment, the Programs Training Specialist will coordinate and deliver county-wide training, workshops and provide technical assistance to ELC staff in the areas of School Readiness and Voluntary Pre-K. The Training Specialist must be able to travel to all business sites and service centers that the ELC maintains in Miami-Dade and Monroe Counties. The Programs Training Specialist is a content expert and stays current on all areas relating to eligibility for School Readiness and VPK programs including the data systems that support this work.

Subject Matter Knowledge Required:

- Must have EFS knowledge; knowing how to enter eligibility for School Readiness/VPK. This could consist of entering names, DOB, SS numbers, state case numbers, etc.
- Must have knowledge of the ATLAS VPK Online system and/or other data system designated for VPK application and eligibility determination.
- Must be knowledgeable in the eligibility process; i.e. what qualifies/disqualifies a parent for School Readiness/VPK, what documents are required to help determine eligibility.
- Must be able to review, comprehend, and determine specifics based on case by case scenario.
- Knowledgeable and able to determine the type of Social Security Benefits clients/children receive.
- Should be able to screen and review packets for processing to include processing a redetermination for School Readiness.
- Should be able to review and approve initial VPK applications and have a working understanding of the VPK transfer/reenrollment process.
- Must stay informed with new practices implemented from OEL and be able to provide training to all ELS workers.
- Provide updated procedures based upon the School Readiness and VPK Standard Eligibility Review Program Guides.
- Attend webinars on a monthly basis or as needed to relay any updated information that directly affects all ELS workers.
- Should be well versed in parent fees, enrollments, care levels, the multiple funding's that we have and offer, and the different schedules based on the child's age.
- Must be knowledgeable in child care referrals; knowledge regarding the different referral agencies; the process for handling all referrals.
- Must be able to detect possible fraud when reviewing cases.
- Provide technical assistance (additional training) and refresher courses to ELS when needed.
- Proficient in providing training on how to enter history notes in EFS.
- Knowledgeable in Foster care or Relative Care Giver Process.
- Knowledgeable in TANF income (client receiving assistance from the state)
- 30% or more travel will be required if needed

Essential Duties and Responsibilities:

- Coordinate all county-wide Eligibility trainings for SR, VPK, and provide training/technical assistance as necessary
- Prepare all training materials, according to current policies/procedures
- Provide staff periodically with current and revised information pertaining to SR and VPK
- Provide quarterly refresher courses to all SR Eligibility staff
- Provide ongoing guidance, support and follow up on an as needed basis to ELC staff

- Formulate teaching outline and determine instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, or workshops.
- Select and/or develop teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Develop and organize training procedures and materials for course delivery for all training.
- Work with management and staff to implement suggestions and programs related to retention, mentoring, and diversity.
- Continuously evaluate the effectiveness of the professional development programs provided by the ELC, including quality of course content and delivery and adjust classes and curriculum as necessary.
- Organize and maintain sign in sheets and all other materials relating to training, support and technical assistance provided
- Provide timely reports, needs assessments and feedback regarding training programs results to management and staff.
- Develop and maintain a Training Calendar
- Administer the details associated with course scheduling and communication, attendee schedule communication and coordination, and facilitation of external partner relationships.
- Must be willing to travel all areas, as needed, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- Performs related duties or other assignments as required

Skills and Abilities:

- Frequent travel in Miami-Dade and Monroe Counties
- Accountability
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population
- Demonstrated ability to multi-task and superior project management skills
- Must have access to a vehicle and be able to drive
- Must be able to travel

Computer Equipment and Software Requirements:

- Microsoft Office Suite
- PowerPoints
- Excel

Experience and Training:

- Bachelor's Degree or 5 years of experience in communications, business, or a related field.
- Must have 1-2 years' experience in a professional environment
- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date