



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

## Champaign County Regional Planning Commission POSITION DESCRIPTION

**Position Title:** Infant/Toddler Specialist  
**Reports To:** Child Development Services Manager  
**Supervises:** NA  
**FLSA STATUS:** Exempt

### Position Purpose:

The Infant/Toddler Specialist assists with developing, implementing and assessing the infant/toddler educational program required for comprehensive child development services. The Infant/Toddler Specialist responsibilities support consistency across programming and compliance with requirements of all funding sources and regulatory agencies.

### Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Assists with process for ensuring a safe, healthy, and well-equipped learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Assists with the establishment and maintenance of a developmentally appropriate education program to meet the individual needs of each child, including children with special needs.



#### Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802  
P 217.328.3313 F 217.328.2426  
TTY 217.384.3862 CCRPC.ORG



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- Assists with the development and implementation of policies, procedures, and resource materials to carry out the goals and objectives of the child development program (ex. Child Health & Development Manual).
- Ensures compliance with DCFS licensing standards, including license renewals and staff records.
- Assists with purchasing of child development and education equipment and materials to meet program goals and objectives.
- Assists with a system that is implemented for parents to receive information on curriculum, ongoing assessment, and child guidance in addition to their child's individual development.
- Assists with a system to ensure the successful transition of students into and out of the program.
- Assists with a system by which child development information is accurate, complete, documented and maintained in family files.
- Assists with compliance for child development and education requirements of funding sources.
- Assists with child outcomes requirements, including analysis and use of child outcomes data.
- Participates in investigations of violations of policies and procedures and the grievance process.
- Identifies, provides, and/or coordinates training for staff and parents in the area of child development.
- Participates in the selection, interview, and hiring process of new employees.
- Assists with development of staffing plans to meet program needs.
- Provides reflective consultation and coaching to child development staff.
- Participates in program improvement and strategic planning activities.
- Represents the program in the community. Assists with providing community education, develops partnerships, and presents a positive image of Head Start and Early Head Start.
- Assists with recruitment activities as assigned.
- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.



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- Performs other duties and responsibilities as assigned.

### **Required Knowledge:**

- At a minimum, bachelor's degree in Early Childhood Education or Child Development or equivalent degree with 30 hours of coursework in Early Childhood or Child Development.
- One-year professional experience in administration of an early childhood education program preferred.
- IL Gateways to Opportunity Infant/Toddler credential level 5 preferred.
- Knowledge of Early Head Start and other agency rules and regulations preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruitment, staffing, and operations management preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

### **Essential Functions:**

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- use oral and written communication, and interpersonal and management skills necessary to effectively supervise staff, relate to children, families, and community agencies
- adhere to the bargaining unit contract
- utilize technology to meet program requirements
- work in a fast-paced work environment
- adjust to change frequently
- work independently and meet strict deadlines



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- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children and/or families
- coach staff and provide reflective supervision
- document and provide feedback on employee performance and accountability
- manage multiple projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- conduct classroom observations
- complete health and safety assessments of the facility
- monitor program operations
- reinforce curriculum and classroom management methods
- lead trainings and meetings
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- Sit, stand, and walk 80% of work week
- travel 20% of work week
- lift and carry a child up to 50 pounds

### **Work Environment:**

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Occasional adjustments of office/classroom furniture
- Primarily climate controlled with minimal safety/health hazard potential



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- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may fluctuate depending on visitors within the office or centers
- Frequent near-vision use for reading and computer work
- Travel to meetings, trainings, and other work sites

**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: April 22, 2019

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**Signature of Employee**

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**Date**



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