



Las Vegas Urban League

Job Description

Job Title: ECC Trainer

Date Prepared: 7/8/2016

Department: Early Childhood Connection

FLSA Status: Exempt

Job Summary:

The ECC Trainer works with the Consumer Education Supervisor and ECC Program Manager to implement ECE training for providers and families to meet CCDP introductory and annual training requirements; will assist with, and at times lead, daily administrative duties, as assigned. Assists with new hire orientation to CCRR services, and with ongoing staff development training for ECC staff.

Supervision Received:

The ECC Trainer works under the direct supervision of the Consumer Education Supervisor. CCR&R staff, including the ECC Trainer, through their assigned Supervisor, report to the ECC Program Manager and are under the general direction of the Director of the Early Childhood Connection.

Supervision Exercised/Scope of Authority:

The ECC Trainer has no authority to: approve time off requests for staff; change departmental policies, practices, or approved training curriculum; evaluate or discipline CCRR staff.

The ECC Trainer exercises authority over training groups by: requiring disruptive trainees to leave the training without a refund; denying class entry if the trainee is more than 15 minutes late; denying training certificates for trainees who do not stay for the requisite time period, or participate in training requirements (such as quizzes, as applicable).

Probationary Period: 6 months

Essential Duties and Responsibilities:

Researches trends and current best practices in the early childhood education, pediatric health and safety, and related fields in order to develop and facilitate training for providers that help them to offer safe, high quality childcare.

Assist in the development and implementation of quality training initiatives designed to increase best practices in home-based early care settings;



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Develop training curriculum that addresses Core Knowledge Areas for providers; Ensure training provides a balance of Trainer-directed, and Trainee-directed activity, small and full group discussions, appropriate media and other components to make training fun, educational and engaging for learners;

Submit required training plan and documentation to the Nevada Registry for training approval for each session offered; Ensure training codes are maintained for all course so participants get proper credit for courses completed;

Facilitate training to small and large groups of parents, providers and staff; ensure trainees are properly signed in, checked out and receive their training certificates at the end of each session; ensure trainees complete a training feedback form prior to leaving – these are scanned and submitted to the Consumer Ed. Supervisor and ECC Program Manager.

Assist in the onboarding and ongoing training of CCRR Specialists and other ECC staff related to CCRR policies and procedures, parent and provider engagement, early childhood initiatives, and other areas, as directed by the Consumer Ed. Supervisor, ECC Program Manager and Director of ECC.

Assist in developing a community training calendar quarterly; maintain constant contact to ensure that providers are aware of upcoming training offerings; provide resources for the web, as new content is identified which would be of benefit to clients and providers;

Prepare training packets, including related articles, and activities that can be done with the child to help extend provider retention of materials, and implementation of skills learned in the care environment;

Develop and implement parent education trainings, workshops and/or initiatives;

Assist in the development of E-Link Newsletter articles for parents and providers to facilitate instruction on ECE related issues;

Compile data and prepare reports on students who participate in training; submit required forms and certificates to the Nevada Registry and CCRR staff for tracking and reporting purposes;

Will participate in community events or workgroups as a representative of ECC, and work with other agencies to implement local or state-wide conferences for ECE providers;

Participate continuing education/professional development trainings in order to maintain knowledge of current best practices in the field; ensure credentials are kept up-to-date with the Nevada Registry and ECC Management.

Coordinate special projects and other duties as assigned.

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Skills and Abilities Required:

Adapt CCDP, ECC and LVUL policies and practices timely and accurately. Possess strong interpersonal and communication skills, and the ability to work effectively within a team environment. Possess ability to work independently, with little supervision, and complete multiple tasks and job responsibilities in a timely and efficient manner.

Expertise in child development and developmentally appropriate practice is needed. Must meet all Nevada Registry requirements to facilitate courses for CEU credits to child care providers. Be detail oriented, organized, and have be highly personable to develop rapport with trainees, staff and management.

Education, prior work experience and specialized skills and knowledge:

Bachelor’s Degree in Early Childhood Education or related field and minimum of (3) years of successful teaching experience;

Demonstrated knowledge and experience in developing and facilitating training for adult learners; prefer experience educating ECE providers;

Must have reliable, insured transportation, as frequent travel is required; may conduct off-site training;

Must have proficient skills in the use of Word, Excel, Outlook and PowerPoint; Knowledge of general office equipment;

Physical environment/working conditions:

Requires the ability to exert a normal amount of physical effort in sedentary to light work involving moving from one area of the office to another, carrying training materials, arranging learning areas; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of office equipment and supplies. Requires standing for long periods of time (2-3 hours) to facilitate training for groups. Requires some travel.

Equipment/machinery used:

Smartboard, training A/V equipment, PC, fax machine, printer and other office equipment.

Signature: _____ Title: _____

Date: _____

For HR Use Only

Name: _____ Title: _____