

JOB DESCRIPTION

POSITION TITLE: Part C Technical Advisor

REPORTS TO: CDS State Director

SUMMARY DESCRIPTION:

The Part C Technical Advisor is the CDS lead with responsibility for the facilitation of training to Part C personnel statewide as outlined in the tasks below.

REPRESENTATIVE TASKS include, but are not limited to:

- Follow up and connect with the CDS statewide Training Committee concerning content and methods for training
- Gather and organize information that has already been collected from or provided to sites into one comprehensive data center or source
- Provide individualized assistance to each of the 15 CDS sites
 - This assistance might take some of the following forms:
 - Assist each site in identifying the strengths and needs of their
 - Current early intervention team
 - Current Part C process
 - Gather information on the Part C practices that work well in various sites and facilitate sharing that information with other sites.
 - Help site personnel to identify questions that they want the experts (Dathan and M’Lisa, etc.) to address when they visit and suggestions for learning experiences that would be useful to them
 - Monitor and track information/questions distributed on Primary Service Provider List serve.
 - Participate on conference calls with sites and consultants to support sites in use of evidence based practices
 - Participate in home visits to provide direct observation and support of evidence based practices
 - Participate in team meetings to support teams in implementing primary coach approach to teaming practices.
 - Find and/or develop materials that will help each site to address their needs related to the full and confident use of early intervention best practices such as the Primary Coach Approach and Family-Guided Activity-Based Intervention
 - Develop low-stress, high-success ways for Part C personnel to learn and practice “coaching” techniques and other family-centered intervention and home visiting tactics
 - Help site EI Teams to ‘digest’ information from workshops and put useful ideas into practice
 - Help site EI Team members to develop methods for collaborating, coaching, and supporting one another
- Work with Training Committee, Site Directors and Central Office personnel to find ways to explain and promote our Part C services
- Develop materials and sources of information for families to increase their ability to make informed decisions about services for their child

SUCCESSFUL CANDIDATES WILL:

- Have experience teaching/coaching/supervising adult learners
- Have experience doing home visiting
- Have a strong foundation in family-centered, routines-based intervention, primary coaching approach and/or related areas
- Be able to travel to all CDS sites
- Be able to assess and develop skills with adult learners (self paced no failure format) modes of learning, ability to move learners forward.
- Have ability to train mentors throughout the state.
- Have a background in Child Development, Special Education

MINIMUM QUALIFICATIONS:

- Masters Degree in Special Education (early childhood concentration)
or
- Masters Degree in Early Childhood Development or related field and
- Minimum of 10 years experience in early intervention and early childhood education
- Strong background in the provision of technical assistance to early childhood personnel
- Successful background check, criminal records, fingerprinting and reference check
- Good organizational and written and oral communication skills