



## **Job Description for Early Intervention Professional Learning Specialist**

**JOB TITLE:** Early Intervention Professional Learning Specialist

**DEPARTMENT:** Office of Innovative Projects

**REPORTS TO:** Innovative Projects Training and Technical Assistance Manager

**WORK LOCATION:** DeWitt Location/multiple site/extensive travel across the state

**WORK SCHEDULE:** 215 Days year round

**SALARY SCHEDULE:** per contract agreement

### **SUMMARY**

Clinton County RESA Office of Innovative Projects has an opening for a full-time Early Intervention Professional Learning Specialist. The Specialist will be responsible for developing and providing statewide training and technical assistance (TA) for *Early On*® Michigan's comprehensive system of personnel development, known as *Early On*® Training and Technical Assistance (EOT&TA). This project is funded by a grant from the Michigan Department of Education, through Part C of the Individuals with Disabilities Education Act (IDEA).

Responsibility is for TA to a limited number of service areas within a region of Michigan, as assigned, with some training statewide. The TA's primary purpose is to assist service areas in complying with the federal regulations under Part C of IDEA and state policy related to *Early On*® Michigan. EOT&TA provides support, information, and training related to *Early On* processes, child development, developmental assessment of infants and toddlers, early intervention strategies, and state and national initiatives for the delivery of early intervention services to eligible infants and toddlers and their families.

This position also provides leadership for state and federal organizations and committees to support and promote professional development. The Early Intervention Professional Development Consultant will work closely with staff, key stakeholders, and funders to ensure successful completion of contract deliverables.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Collaborate with staff to design, coordinate and implement a broad-based professional development initiative for *Early On* providers and administrators in Michigan.

Develop and implement curricula and strategies for evidence-based professional development, including web-based learning, using adult-learning principles and effective eLearning strategies. Identify and work with Content Experts as needed.

Provide TA on behalf of *Early On* Training and Technical Assistance (EOT&TA) to local service areas at the state, regional, and local levels for the purposes of: (1) assisting service areas in coming into compliance with federal regulations and state policy under Part C of IDEA and (2) supporting the implementation of family-centered service systems that promote maximum developmental outcomes for children.

Provide training and TA within the structures of state and local agency systems of personnel development, at statewide and regional conferences, and at designated training events. Ensure quality adult learning practices are demonstrated at training and TA events; including oversight of training space arrangement, A/V equipment, registration, logistics, and post-training initiatives.

Work collaboratively with state agencies and Training and TA colleagues to develop and offer professional learning to support competencies of the early intervention field in a variety of formats, including in-person and online using media such as Zoom, Microsoft Teams, and Articulate 360.

Coordinate and conduct online learning initiatives including webinars, teleconferences, and other distance learning technologies.

Develop technical assistance and guidance resources and documents for use in implementing evidence-based practices and the requirements of *Early On* Michigan.

Provide information to provider-specific listservs, including the *Early On* listservs.

Stay up to date on current research related to early intervention and early childhood outcomes.

Attend and participate in state and national professional development opportunities.

Provide consultation and support for the functions of the Office of Innovative Projects in DeWitt, Michigan, including: regular meetings with the Training Manager and other EOT&TA staff, responsibilities for office coverage and consultation to the field, and consultation to the Preschool Special Education and *Early On* Training and TA system to share understanding of developments in the field.

Provide qualitative and quantitative data and support to the development of periodic reports to Michigan Department of Education, CCRESA Administration, and stakeholders.

Participate in quality assurance of training and services provided.

Carry out assigned project activities and participate in professional development activities.

Provide leadership and coordination of Community of Practice (CoP) meetings, Professional Learning Community (PLC) meetings, and other meetings as assigned. This includes maintaining a current membership list, overseeing scheduling and arrangement for meetings, development of the agenda in cooperation with attendees or committee chair(s), preparation of appropriate materials and any pertinent follow-up to these meetings including minutes.

Provide leadership and coordination of the planning, organization, implementation, and evaluation of a statewide conference every 2 years.

Provide training and TA at meetings and statewide events.

Maintain accurate documentation of TA provided; including any resources.

Assist in coverage of central office in order to provide technical assistance to callers.

Perform other essential duties related to the position as assigned.

***The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.***

### **SUPERVISORY RESPONSIBILITIES**

Not Applicable

### **QUALIFICATIONS**

- Master's degree preferred, Bachelor's degree required, in early childhood special education, early childhood education, child development, early intervention/health, education, social work, nursing, speech-language pathology, physical therapy, occupational therapy, psychology, infant/early childhood mental health or a related field
- Extensive experience (minimum of 3 years) working in early intervention services for infants and toddlers with disabilities
- Knowledge of the Individuals with Disabilities Education Act, Part C, and Michigan Mandatory Special Education for Birth to three
- Understanding of, experience in and passion for supporting *Early On* Michigan. Ability to develop and implement training content related to *Early On*
- Experience in providing professional development, consultation and technical assistance that reflect adult learning principles
- Experience providing technical assistance for health, education, or human service systems, including: strategic planning, policy and compliance issues, and interagency collaboration
- Experience in effective facilitation of small and large group processes and change dynamics
- Ability to establish and maintain relationships with colleagues and supervisor
- Self-initiation with the ability to work independently with minimal supervision
- Effective time management and organization skills
- Strong ability to communicate effectively (orally and in writing)
- Interpersonal and writing skills sufficient for effective communication with a variety of audiences
- Skills in supporting adult learning and public speaking
- Ability to travel throughout Michigan and some national travel

Preferred: Demonstrated experience developing effective eLearning, such as webinars and online modules, utilizing adult learning principles in the design and execution of professional learning activities. Close experience with and/or understanding of family perspectives in raising children with disabilities.

*The preceding information is intended to convey information about the position and its responsibilities, and is not an exhaustive list of the skills, efforts, duties, responsibilities and working conditions associated with it.*

### **PHYSICAL DEMANDS**

Physical demands of the job are as follows:

1. Sitting – possibly for long periods of time.
2. Standing – some
3. Walking – some
4. Bending – some
5. Stooping – some
6. Lifting – may involve periodic moving/lifting of boxed records and supplies.

### **WORK ENVIRONMENT**

A combination of a normal office environment, travel throughout the state to conduct presentations and provide technical assistance, and the ability to work from home. It is also anticipated that some stress will be associated with this position primarily due to public speaking, deadlines associated with presentations, and irregular workflow. It is necessary that the individual have skills for public speaking and the capacity to remain calm, considerate, and tactful.

### **TRAVEL REQUIREMENTS**

Ability to travel throughout Michigan is a requirement. Some out-of-state travel to conferences is also required.

### **TO APPLY**

Please [click here](#) to apply, or refer to the CCRESA website at **ccresa.org** and click on the **Job Opportunities** tab at the top of the page.