



## **CONTRACTUAL POSITION POSTING, Early Childhood Workforce Training Coordinator**

**Background and overview:** A significant obstacle to child care access in Topeka and Shawnee County is the lack of qualified teaching staff. Multiple child care center directors in the community report struggling to hire staff, with some even limiting their current enrollment as classrooms are closed until qualified staff are identified and on board. Supporting the needs of existing programs is an effective retention strategy that impacts a family's access to finding the child care they need. To address this broad-based need, community partners will establish an Early Childhood Workforce Training Center, providing classroom training for potential/prospective child care providers, staff, and substitutes interested in a career in child care. This Center will be housed at the new SENT Prep Academy, scheduled to open April 2021, with the inaugural class of the Workforce Training Center scheduled for September 2021.

Prospective providers and staff will choose a career track, with track 1 being a preparatory career training track. Upon completion of this track, participants will have all required KDHE training and background checks completed. They will have completed classroom observations and benefitted from feedback from the instructor about what they observed. Upon completion of this two-week long 60-hour program, participants will be qualified to accept employment in a licensed child care center as an assistant teacher.

Participants who complete the two-week Track 1 classroom training have the option to choose to enter Track 2, an experiential classroom teaching track. This track offers participants the opportunity to participate in an internship experience, allowing them to gain real-life classroom experience in a high-quality early childhood classroom. This internship experience will be particularly helpful to individuals who may have limited exposure to working with children in groups, providing the opportunity to work alongside a skilled and experienced master teacher. When possible, students will begin this experiential teaching track in one of the SENT Prep Academy classrooms, where they will receive ongoing feedback and support from the project coordinator as well as the assigned classroom coach. Additional sites within the community will also be utilized to expose students to multiple early childhood programs and philosophies. This experiential classroom teaching track will be set up as a four, six, eight, ten, or twelve-week experience based on the candidate's prior work experience in a licensed early childhood setting and career goals. For program participants desiring a lead-teaching position, their professional learning plan will map out the additional coursework and experience needed to complete the CDA (Child Development Associate) credential and therefore meet the qualifications of a lead teacher in a licensed child care facility. The coordinator will also assist them in completing a scholarship application to help pay the credentialing fee.

**Coordinator:** This contractual position will begin June 1, 2021. The contract period will end on April 29, 2022. A second full-year (April 30, 2022- April 29, 2023) extension of the contract may be available. The coordinator will provide an invoice and program report to Child Care Aware® of Eastern Kansas on the 25<sup>th</sup> of each month. The maximum amount of the contract is \$25,000, estimated on 750 hours of time dedicated to the project.

## **Coordinator Role and Responsibilities:**

- Work with staff and an advisory team of area child care center directors to finalize the training and coaching model that will be implemented.
  - The training classes will be offered in a two-week cycle. (Monday through Friday, 9-12 and 1-4), 30 hours per week. Three series (cohorts) will be offered during the project period: September 2021, January 2022, and March/April 2022. The Coordinator will be on-site from 8-4:30 during those six weeks.
- Work with CCAEKS marketing and communications coordinator to develop a strategy for recruitment of students, utilizing all media platforms and networking opportunities. Twelve students will be recruited for each cohort to meet the goal of 30 students completing the course during the project period.
- Coordinate all aspects of the program including the delivery of approved training, overseeing the internship/apprenticeship students, submitting background checks for all participants, conducting classroom observations, and providing ongoing support.
  - Classes will be taught by a variety of instructors including CCAEKS staff and the program coordinator. Segments of the training that are not approved for KDHE licensing hours will be facilitated by area child care center directors, including an overview of the responsibilities of a child care provider (“A day in the life”), conducting mock interviews, discussing what it means to be part of the early childhood field and how to make the most of available supports, strategies for building relationships with coworkers and functioning as part of an effective team, etc.
- Work with each student to prepare a professional learning plan that maps out their short-term and longer-term goals. These plans will help guide students as they are linked with the appropriate follow-up resources, scholarships, and support. The coordinator will stay in contact with students for 12 months following their completion of the program, tracking their employment and attainment of career goals.
  - Some may want to pursue a CDA. We will link them with KCCTO for training and scholarship information.
  - Some may want to pursue an AA. We will link students with area two- and four-year institutes of higher education for enrollment.
  - Some may be interested in enrolling in Washburn Tech Early Childhood Program and will be referred to this year-long half-day program. These students may also transition to Washburn University for an associate’s degree program at a substantially reduced tuition rate.
  - Some may be interested in opening family child care programs. These students will be assisted by the CCAEKS team and enrolled in the Successful Start program, offering ongoing coaching support during their start-up and first year in business.
- Establish guidelines for the selection of classrooms for student placement in community-based licensed child care settings. Oversee and coordinate student progress through on-site observations of all students.
- Participate in state-level conversations and workgroups addressing early childhood workforce development, as directed.
- Participate in regularly scheduled meetings of the established leadership team of local child care center directors to monitor trends and needs in the community, making recommendations for modification of the program plan based on feedback from directors and students.
- Maintain weekly communication with the project manager, Reva Wywadis, keeping her apprised of activities, successes, and challenges.
- Track all program outcomes, submitting monthly written program reports with financial invoices.

**Coordinator Qualifications:**

- Bachelor's degree in early childhood, business, or related field.
- Kansas Program Director approval.
- Five years of experience working with children in a licensed/license-exempt child care setting.
- Three years of experience as a child care center director (preferred).
- Extensive knowledge of the early childhood system including child care licensing regulations.
- Effective communication skills, both written and verbal.
- Demonstrated ability to work well independently.
- Strong organizational and administrative skills.

**Questions** regarding the Early Childhood Workforce Center or the Coordinator opportunity should be directed to Reva Wywadis, [reva@east.ks.childcareaware.org](mailto:reva@east.ks.childcareaware.org). Phone 785-440-4507.

**To apply:** Submit resume, cover letter, and three professional references to:

Reva Wywadis, Executive Director  
Child Care Aware® of Eastern Kansas  
1100 SW Wanamaker Road, Suite 201  
Topeka, KS 66604

The review process will begin on April 26, 2021.

## **APPENDIX A, TRAINING PLAN**

### **Week One**

	<b>9:00 am-12:00 pm</b>	<b>1:00 pm-4:00 pm</b>
<b>Monday</b>	<p>Introduction to working with children in group care including supervision of children</p> <p>Introduction to the early childhood field; what to expect (facilitated by area child care center director)</p>	<p>Recognizing the signs of child abuse or neglect, including prevention of shaken baby syndrome and abusive head trauma, and the reporting of suspected abuse or neglect</p> <p>Building and premises safety, including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, and vehicular traffic</p>
<b>Tuesday</b>	<p>Infant and toddler development</p> <p>Safe sleep practices</p>	<p>Observation of an infant or toddler nap experience, reflections on observation</p>
<b>Wednesday</b>	<p>Observation of an infant or toddler room, reflections on the experience</p>	<p>Routines in an infant or toddler room including meal preparation, diapering and toileting, handwashing, and responsive caregiving</p>
<b>Thursday</b>	<p>Prevention and control of infectious diseases, including immunizations</p> <p>Childhood illnesses</p> <p>*11:00 am – Observe a toddler classroom meal time</p>	<p>Prevention of and response to emergencies due to food and allergic reactions</p> <p>Medication administration</p> <p>Written assignment on strategies for supervising young children and keeping them safe in group care</p>
<b>Friday</b>	<p>Observation in a preschool classroom, reflections on observation</p>	<p>Preschool development</p> <p>Planning developmentally appropriate activities and experiences</p>

## Week Two

	9:00 am-12:00 pm	1:00 pm-4:00 pm
<b>Monday</b>	Observation in a preschool classroom, reflections on observation	Positive behavior and guidance strategies
<b>Tuesday</b>	Professionalism in early childhood, including developing a resume and interviewing skills (facilitated by area child care center director)  *11:00 am-1:00 pm – Observe a preschool classroom meal time and the transition to nap time	*2:00 pm  Written/hands-on activity - create a developmentally appropriate lesson plan
<b>Wednesday</b>	Observation (participant's choice of age group), reflections on the experience	Working with families  Diversity, equity, and inclusion practices
<b>Thursday</b>	CPR/FA	CPR/FA  Fingerprinting/background check
<b>Friday</b>	Emergency preparedness and response planning for emergencies resulting from a natural disaster or human-caused event, including violence at a facility  Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants, including blood and other bodily fluids or waste	Shadow/meet with a center director, reflections on the experience  "Graduation" celebration

\*This model provides five classroom observations that are each at least 2.5 hours in length. It would provide an additional four hours of observation, as well.

\*This model provides 30 hours of KDHE approved professional development that would cover all required health and safety training topics.

\*This model includes CPR/FA, which would provide additional training hours.