

Infant Toddler Specialist

Child Care Council of Suffolk, Inc.

Commack, NY 11725

Other

Full-time

Onsite

\$31.86 - \$32.97 an hour*

* \$58,000-\$60,000

Posted on July 9, 2025

Job Description

As the Infant Toddler Specialist you will be part of a team-oriented work environment that values individual team members' contributions, appreciation for diversity and confidentiality standards of the agency.

Job Overview:

The Infant Toddler Specialist works with an experienced team to provide high quality consultation, support and education to family and group family child care providers and to child care centers that serve babies and toddlers. You will create and deliver workshops as needed for off-site training and for the on-site training catalog, and participate in activities to promote knowledge about quality care for infants and toddlers and early childhood education programs to the community.

Responsibilities

Key Responsibilities:

- Provide training and technical assistance to licensed and registered childcare programs that serve infants and toddlers, and support quality improvement and best practices.
- Provide telephone and e-mail technical assistance to licensed and registered programs, and relative or non-regulated caregivers, parents and community members on child development and regulatory issues.
- Implement grant-generated educational programs when available.

- Develop and implement workshops for family/group family/center staff for training catalog and off-site trainings.
- Maintain required data and tracking information and generate reports as needed for the department.
- Provide assistance to other department staff.
- Participate in a team-oriented work environment while valuing individual team members' contributions and appreciation for diversity.
- Participate in department and agency staff meetings and trainings; participate in planning and implementation of department/agency strategic plan and customer service standards.
- Attend workshops, in-house trainings, phone conferences, webinars and other meetings.
- Participate in functions of the NYS Early Care and Learning Council Infant Toddler Network.
- Work collaboratively with the Child Care Council of Nassau on Infant Toddler planning and trainings for the region.
- Maintain professional resources that include books, videos, pamphlets, brochures, etc. that promote best practices for infant toddler care.
- Perform other work-related duties as requested.

Qualifications

Qualifications, Knowledge, Skills & Experience:

- Commitment to the mission of the Child Care Council of Suffolk and desire to work with individuals from all of the different communities in Suffolk County.
- Minimum Bachelor's Degree in early childhood or related field; at least 3 years of experience in a child care setting providing direct service to infants and toddlers; some experience providing Training and/or Technical Assistance in the area of child development or early childhood education.
- T-TAP credential highly preferred; or sufficient experience and education to obtain the T-TAP within 6 months of employment (Click here for more details on the T-TAP credential: <https://nyaeyc.org/ttap-credential/>)
- Excellent verbal, written, and interpersonal communication skills, including the ability to communicate effectively and respectfully with a diverse community.

- Knowledge and willingness to learn about childcare, early education options, issues, regulations, and child development.
- Exhibits proactive problem solving skills.
- Knowledge of basic computer programs such as Microsoft Office (Publisher, PowerPoint, Excel, Word), Internet Explorer, and various office machines (copier, fax, printers).
- Must be detail oriented.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

email resume & cover letter to mwashington@childcaresuffolk.org