



## Trainer Job Description

Child Care Aware® of North Dakota will contract with independent trainers to teach occasional weekend or evening classes for early childhood professionals. Trainers may train in only one topic area or in several, as their expertise allows. Some travel (reimbursed) may be required. The training audience will consist of family/group child care providers, center staff and directors, Head Start staff, and other early childhood professionals. Trainers will be selected based on qualifications, geographic needs, and content of training needed. Child Care Aware® of North Dakota will contract trainers on an as-needed basis, coordinate the topic and location, and provide training materials and resources.

## Required Qualifications

<i>If currently working in a child care setting, MUST be licensed and in good standing...</i>	<i>AND</i>	<i>OR</i>	<i>OR</i>	<i>OR</i>
	A four-year degree or beyond in early childhood education, child development, or related field from an accredited college or university	A two-year degree in early childhood education, child development, or related field	A current CDA Credential	A degree in an area related to a specific curriculum area such as health and safety (nursing), food and nutrition, or special needs
	At least two years' experience in the early childhood field or equivalent experience working with families and children ages 0-8	At least four years' experience in the early childhood field or equivalent experience working with families and children ages 0-8	At least six years' experience in the early childhood field or equivalent experience working with families and children ages 0-8	

## Additional Attributes

- Growing Futures approved trainer
- Documentation of at least three previous experiences training early childhood professionals. Experience could include presentations at workshops, conferences or experience teaching a course or conducting training
- Demonstrated presentation skills with ability to speak and communicate effectively
- Ability to relate to and work with diverse groups of adult learners
- A demonstrated understanding of both family/group child care and center-based child care



## Eager-to-Learn Instructor

### Minimum Qualifications

- At least two years of field experience in a licensed or approved early childhood setting
- A four-year degree from an accredited college or university in early childhood education or related field with 12 semester hours in the content area OR a four-year degree in an area related to specific curriculum content (health, safety, food and nutrition, or special needs). A Master's degree is preferred
- A minimum of 25 hours experience as an early childhood trainer in the traditional face-to-face format
- Demonstrated ability to speak, write, and communicate effectively and to work with diverse groups
- Able to create and present in-depth activities to facilitate analysis, reflection, and critical thinking
- Able to handle difficult situations and questions appropriately
- Competent keyboarding skills (comfort and speed)
- Basic knowledge and experience with email and navigating websites

### Requirements

- Successful completion of "Effective Practices for Online Professional Development," an online train-the-trainer course offered by the Minnesota Child Care Aware® Network
- Mentor with an experienced Eager-to-Learn instructor in an Eager-to-Learn course. Mentorship will involve participating in a minimum of one 5-week Eager-to-Learn course with no reimbursement
- Growing Futures approved trainer