TRAINING & CURRICULUM SPECIALIST
Announcement # M-19912

Salary: $16.63 – 24.74 per hour Series/Grade: NF-1701-04

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

OPENED: 8/10/2012
1st cutoff: 8/24/2012
CLOSES: When Filled

LOCATION: CHILD DEVELOPMENT CENTER- PAX RIVER

AREA OF CONSIDERATION: ALL SOURCES

Full Time Position With Benefits

HOW TO APPLY: Download required application forms on http://cnic.navy.mil/NDW/About/Jobs/. Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to naf.npaxr-soli.fcm@navy.mil. When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

MUST submit copies of College Degree and/or course completion certifications with your application packet to be considered for this position.

DUTIES AND RESPONSIBILITIES:

The purpose of the Child and Youth Program (CYP) Training and Curriculum (T&C) Specialist is – 1) To provide and deliver a comprehensive training program to CYP employees and Child Development Homes (CDH) providers. 2) To assist with implementation of a developmentally appropriate curriculum/program for children and youth from 6 weeks to 18 years. 3) To promote school readiness and support ongoing school success.

Training

Orients new employees to the whole CYP system and provides them with basic information that can be applied in all settings. Works with CYP Directors to establish training plans and schedules for employee and provider training. Arranges for total CYP training opportunities, including training of management, administration, food service and direct staff. Provides training that is appropriate for and tailored to the age group of the children and youth with whom the CYP employees and CDH providers work. Executes the Department of Navy (DoN) Standardized Module Training, provides initial and ongoing annual training and ensures training is available to support career progression. Arranges for subject matter experts to conduct/support specialized training. Ensures completion and documentation of required monthly training. Works with Program Assistants to ensure module training is completed. Identifies additional training needs. Maintains records and individual development plans. Develops programs that encourage and support the pursuit of continuing higher education by documenting requirements for completion of the Child Development Associate (CDA) or the Military School-Age Credential (MSA) and providing information, assistance and guidance to employees and providers who are seeking college-level classes to meet their professional goals. Assists the CDH and CDH Monitor(s) to encourage providers to become accredited. Develops working relationships with local colleges, universities and professional organizations and advises employees about avenues of professional development.

Classroom/Program Support

Ensures that the required Navy curriculum is implemented within each CYP. Coordinates programming that supports the children and youth's development. Ensures quality and consistency of developmental programming and the coordination of activity schedules and lesson plans. Role models appropriate behaviors and techniques working with children and youth. Observes program setting throughout all hours of operation to assess employee competency and direct training needs for groups and/or individuals. Provides observations to Program Assistants and supervisors. Maintains a resource library. Reviews lesson plans to ensure they are appropriate and based on curriculum requirements. Assists in and supports parent education and parent participation programs.

Compliance

Provides training to CYP employees so they can ensure classroom and activity area compliance with fire, safety and sanitation rules and regulations. Provides support for CYP employees and CDH providers in preparing for inspections and accreditation. Carries out EEO policies and communicates support of those policies to CYP employees.

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Additional Responsibilities

In the absence of the CYP Director, incumbent may assume the responsibilities of the CYP Director and perform duties and requirements of that position. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Completes all required Department of the Navy (DON) training requirements. Performs other related duties as assigned. Must be able to favorably pass a background investigation (NACI) and pre-employment physical.

MINIMUM QUALIFICATIONS:

Must have one of the following:

A 4-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis), youth recreation, recreation, physical education or related field of study that included a major study in education **AND** 3 years of full-time experience working with children or youth or monitoring of childhood programs.
OR
A Masters degree in the related field of study AND a minimum of 1 year professional experience working with children or youth.
OR
A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course study described above.
Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at https://www.sss.gov/default.htm.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.