



**CHILD CARE ALLIANCE OF LOS ANGELES**  
**Quality Start Los Angeles**  
**Professional Development Trainer-Bilingual**  
**Job Description**

**Job Title:** Professional Development Trainer-Bilingual (Spanish)  
**Department:** Quality Start Los Angeles  
**Reports To:** QSLA Professional Development Manager  
**FLSA Status:** Non-Exempt  
**Location/classification:** Hybrid

**SUMMARY**

The Professional Development Trainer will work in coordination with the Quality Start Los Angeles Professional Development Team at the Child Care Alliance of Los Angeles to develop, coordinate, and deliver high quality professional development opportunities in English and Spanish for early educators participating in the Quality Start Los Angeles (QSLA) program. The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent, and quality early care and education throughout Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

Quality Start Los Angeles, the Quality Improvement System implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), First 5 LA, the Child Care Alliance of Los Angeles, the Los Angeles County Office for the Advancement of Early Care and Education, PEACH, and the Child Care Planning Committee. Working in partnership, they are continuing to build a system for supporting and improving early care and education quality for LA County.

Working closely with project partners, the Professional Development Trainer will develop trainings, in English and Spanish, to provide information to early educators that supports children's growth and development and promotes QSLA's vision of a high-quality learning system. The trainings developed will be aligned to current trends and research and grounded in a strengths-based approach, to support early educators. The Trainer will also present trainings both virtually and in person, in English and in Spanish, to early educators working at child care centers and family child homes and develop any necessary accompanying resource materials.

**DUTIES AND RESPONSIBILITIES:**

- Develop, coordinate, and implement professional development training for early childhood educators based on CCALA QSLA program requirements, current trends and research related to the ECE field and the QSLA Scope of Work.



- Work closely with CCALA QSLA PD Management and all QSLA partners to ensure effective, efficient, and consistent county-wide implementation.
- Develop evidence-based child development trainings, workshop curriculums, Train the Trainer workshops to accompany the curriculum, and supplemental content that supports the early childhood educators working in QSLA's diverse early learning programs.
- Ensure training content and translations are culturally and linguistically appropriate for Spanish-speaking early educators.
- Adapt English training content to best meet the needs of LA's diverse, Spanish speaking early educators.
- Deliver trainings, both virtually and in person, to both English and Spanish speaking audiences
- Identify or create relevant resources in English and Spanish to supplement trainings in each language.
- Develop content and/or partner with other organizations to develop content to fit self-paced learning platforms, live webinars, and/or in-person presentations.
- Assist in development and implementation of an annual Professional Development training calendar for QSLA participants across LA County.
- Collect and review PD training program data to inform model development and enhancements.
- Stay current on trends and research related to the ECE workforce, children and families to inform development and refinement of training content.
- Support QSLA training efforts, working closely with all collaborative partners, consortium partners, and R&R agencies to ensure effective, efficient, and consistent county-wide implementation of the coaching and early education models.
- Maintain project compliance through knowledge of and adherence to the QSLA contracts' Scopes of Work.
- Assist the CCALA QSLA Director and Professional Development Manager in developing a high-quality professional development training system
- Maintain effective communication with Alliance agencies, QSLA participants, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Assist QSLA Program Director and Professional Development Manager in the preparation of program data reports to ensure timely, accurate reporting to QSLA funders and stakeholders, as needed.

#### **ADDITIONAL RESPONSIBILITIES**

- Participate in events as needed to help maintain CCALA and QSLA visibility with funders and other current and potential stakeholders.
- Attend designated community meetings and other meetings, as needed.
- Perform other duties as assigned.

#### **QUALIFICATIONS**

- Bachelor's Degree is required in Child Development, Early Childhood Education, or related field; Master's degree or equivalent experience preferred.
- A minimum of 3 years of experience as a Training Facilitator or similar role.



- Effective written and verbal bilingual communication skills; must speak and write fluently in English and Spanish, required.
- Experience developing training materials and content to provide engaging and interactive training opportunities for adult learners that are reflective of adult learning theory.
- Strong working knowledge of CLASS, Environmental Rating Scales (ERS); child observation and/or screening tools such as ASQ-3, ASQ SE and Desired Results Developmental Profile (DRDP), supporting Dual Language Learners, social emotional development, diversity, equity and inclusion in ECE, ECE competencies, Preschool/Transitional Kindergarten Learning Foundations (PTKLF).
- Knowledge of, or experience with, quality improvement programs for early educators, preferred. Experience with early education workforce, including teachers, coaches, site supervisors or directors, and center-based and family child care home settings
- Knowledge of child development research and best practices
- Strong interpersonal skills including the ability to work effectively with diverse populations.
- Effective time management and organizational skills and the ability to determine priorities and work under deadlines with great attention to detail.
- Familiarity with the Los Angeles childcare delivery system.
- Familiarity with Community Care Licensing (CCL) and Title 22 regulations.
- Self-motivated, innovative and able to work independently on multiple tasks
- Strong presentation skills
- Experience and comfort with public speaking and group facilitation, in person and virtually
- Effective problem-solving skills.
- Effective written and verbal communication skills that utilize a strength-based approach.
- Strong computer skills, including experience with Microsoft Office Suite, Google Suite, Canva, project management software, Zoom, Microsoft Teams
- Able to analyze relevant programmatic data to enhance or refine program content and methods of delivery to best meet the needs of early childcare providers.
- Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
- Ability to work an occasionally flexible schedule, with some nights and weekends each month.
- Valid CA driver's license and insurance coverage which meets CA standards, if using personal vehicle for work related travel.
- Ability to transport materials and supplies to events as needed.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is



occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate.

Compliance with federal, state, and local guidelines and laws is required.

**SALARY RANGE:** \$28-\$31/hour

Competitive salary, commensurate with prior experience, education, skills, and abilities. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is non-exempt. The programs referenced in this job description are contingent upon grant funding.

**For immediate consideration, send your resume and cover letter to:**

Email: [hiring@ccala.net](mailto: hiring@ccala.net). Please include the job title in the subject line.

**The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.**

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions, or any other legally protected status.

For more information about the Child Care Alliance of Los Angeles please visit our website at:

<http://www.ccala.net/>

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*We are not considering applicants that require sponsorship for employment visa status at this time or who reside outside of the state of California.*