Job Opportunity - Regional Training Support Coordinator

The Center for Effective School Practices (CESP) is seeking one highly qualified Regional Training Support Coordinator in the Northern region of New Jersey. The Regional Training Support Coordinator will be responsible for the day-to-day management of regional professional learning activities as outlined by the New Jersey Early Learning Training Academy (NJ-ELTA), a statewide initiative to coordinate all professional development and technical assistance for professionals working with young children from pregnancy to age eight.

To apply, please submit cover letter and resume to the attention of Jeanette McCreary at cesp@gse.rutgers.edu.

Responsibilities

The Regional Training Support Coordinator will:

- Coordinate training activities by creating training schedules, organizing and facilitating meetings, and handling other administrative duties as they arise.
- Recruit regional trainers and consultants to provide on-site professional learning and training.
- Develop training materials based on local needs and Grow NJ Kids standards.
- Deliver and facilitate on-site training, ensuring training activities meet quality standards consistent with the program’s short-term and long-term goals.
- Engage in ongoing outreach and networking with early childcare settings and individual professionals in their respective region (North).
- Write interim reports to inform leadership of implementation progress.
- Travel to early childcare sites and training sites in the respective geographical region (North) and others as needed.

Requirements

- Master’s degree in early childhood or a related field.
- Minimum of five years of experience in a program coordinator position that involved managing activities and people.
- Excellent communicator who can maintain relationships with numerous educational stakeholders.
- Must have a valid driver’s license and a reliable vehicle to travel to training sites throughout the assigned region (North).

About CESP and NJ-ELTA

The Center for Effective School Practices (CESP) dedicates itself to improving the educational attainment and preparation of all learners by connecting policy and practice with research-based evidence and innovation. The primary objective of CESP is to facilitate and support the translation of research findings into effective educational practices that benefit all students and all communities. CESP, along with partners Passaic County Community College and Atlantic Cape Community College, were selected by the New Jersey Department of Education to lead the New Jersey Early Learning Training Academy (NJ-ELTA), a statewide program that aims to create a highly skilled early childhood workforce through multifaceted professional training on the components of the New Jersey Department of Education’s quality rating and improvement system. This system, called Grow NJ Kids, assesses early education programs, communicates the quality of these programs to the public, and provides incentivized training opportunities to staff at underperforming facilities. The Academy is a critical piece of New Jersey’s Race to the Top Early Learning Challenge, a federally-funded initiative to improve the quality of services dealing with learning and development for infants, young children, and families.