

## CHILD DEVELOPMENT ASSOCIATE NAVIGATOR

### Job Overview

This position will work closely with the Child Development Associate (CDA) roundtable, which consists of members from Department of Health and Human Services (DHHS), Nebraska Department of Education (NDE), Nebraska Association for the Education of Young Children (Nebraska AEYC), Nebraska Early Childhood Collaborative (NECC), University of Nebraska–Lincoln (UNL) Extension, local community colleges, and the Buffett Early Childhood Institute. The purpose of the roundtable is to bring together partners across the state interested in creating a streamlined pathway to obtain a CDA and beyond in Nebraska. The CDA navigator will primarily assist with recruitment, mentoring, and tracking of early childhood professionals seeking a CDA. The navigator will perform a wide range of tasks to support CDA candidates and ensure that they earn their credential. Additionally, this position will provide administrative support for the CDA Roundtable including communication with the Council for Professional Recognition. This is a one-year grant-funded position ending July 31, 2024, with the possibility of extension.

### Organization Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu/>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Under a memorandum of agreement with NDE, this position will work onsite at both the Institute and the Early Childhood Training Center, working closely with staff from both organizations.

The Early Childhood Training Center, part of NDE's Office of Early Childhood, provides the state leadership for the Early Learning Connection, Nebraska's early childhood professional development system. Together with the seven regional Early Learning Connection partnerships, an array of professional development options are accessible to early childhood teachers and caregivers from child care, Head Start, school-based early learning programs, to parents, child development experts, those who teach teachers, and others who touch children's and families' lives.

### Job Responsibilities

This section describes major responsibilities for the position but is not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested.

- As a member of the CDA Roundtable, coordinate members to develop a work plan to increase the number of CDA credentialed early childhood educators in Nebraska; this plan should include marketing and promotion of current CDA pathways.
- Recruit, mentor, and track early childhood professionals seeking a CDA or Professional Development Specialist credential through the Council for Professional Recognition. This will include (but is not restricted to): providing coaching and technical assistance to members of the workforce, providing guidance regarding portfolio materials, and connecting and preparing candidates for professional development specialist visits.
- Work collaboratively with NDE program specialist to coordinate logistics for the CDA Roundtable (for example, assist in developing monthly agenda and distribution of resources).
- Work with Early Childhood Training Center personnel to track early childhood educators with Professional Development Specialist or Child Development Associate credential.
- Collaborate with other professionals and organizations in the state to advise early childhood educators about the different types of pathways and funding for a CDA credential.
- Participate in early childhood career fairs across the state.
- Attend professional development including the annual EELC Conference, training hosted by the Council for Professional Recognition, and other training as appropriate to the position.
- This position requires some travel.
- Perform other duties as assigned.

#### **Minimum Requirements**

- Bachelor's degree
- Four years of experience leading training, staff development, or program administration
- Demonstrate effective spoken and written communication with attention to detail

#### **Preferred Requirements**

- Child Development Associate credential from the Council for Professional Recognition
- Coursework and/or degree in early childhood, teaching, developmental psychology, or related field
- Professional Development Specialist credential from the Council for Professional Recognition
- Bilingual

An equivalent combination of education and experience from which comparable knowledge and abilities is acquired may be considered.

The ideal candidate will be well versed in the Child Development Associate credentialing process. A successful candidate will have exceptional communication and relationship-building skills; the ability to work collaboratively with early childhood professionals from multiple settings, interact professionally with people from all walks of life, and deal effectively with both pleasant and unpleasant situations; have respect for local community culture; be responsive to local community priorities; possess strong project coordination skills and the ability to prioritize tasks; have initiative, good follow-through, and ability to work on a diverse team, problem-solving and appropriate decision-making skills, independent judgment and self-direction to complete assigned tasks; be detail-oriented and accurate, and be willing to learn and use new technologies and to train others, when needed.

#### **How to Apply**

Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu). Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. The University of Nebraska is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation, or protected veteran status.

## **ADDENDUM FOR CHILD DEVELOPMENT ASSOCIATE NAVIGATOR**

### **Competencies**

#### Nature/Complexity of Work

Must be able to function as a team member on projects and collaborate with other functional areas internal and external to the Institute. Meticulous attention to detail, accuracy, and timeliness are essential for purposes of planning and coordinating work, composing documents and reports, and exchanging information, plans, and objectives.

#### Problem-Solving/Decision-Making

The employee has freedom to decide how tasks will be accomplished by prioritization and setting pace of workload to maximize outcomes in compliance with reporting guidelines, grant criteria, university policies, and state and federal law. Decisions must often be made quickly to meet stakeholder demands. Strong analytical, problem-solving, decision-making, and multi-tasking skills required.

#### Strategic Input

Confidentiality is required. The employee has access to work-in-progress discussions and confidential and sensitive information pertaining to employees, students, children, and families. The employee is required to be proficient and conscientious when representing the Buffett Institute and partner organizations.

#### Know-How

In addition to required qualifications, this position requires the ability to work under pressure and with stringent timelines, respond quickly to shifting priorities, make sound priority judgments, and work independently and in a team setting. The candidate should demonstrate evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

#### Technical Skills

In addition to required qualifications, this position must be proficient with email, internet browsers, and Microsoft Office (Word, Excel, Access, and PowerPoint) to plan, coordinate work, process documentation, and create communication materials or informational presentations. This position must be willing to learn and use new technologies and keep current on technical skills and knowledge of university applications and systems as well as contribute to the development of systems and structures to improve School as Hub practice.

### Interactions

Relationships with various entities both internal and external to the university are involved. The employee will work extensively with staff at the Buffett Institute, external constituencies, and with NU Office of the President and campuses. The employee must have the ability to work collaboratively, as well as independently, in a complex environment.

### Supervision

This position reports to the director of Workforce Planning and Development and works collaboratively with the Nebraska Department of Education's director of the Early Childhood Training Center and with program specialists.

### **General Information:**

Job Family: EO24

Job Code: 49263306

FLSA:

Position Number:

Org. Unit Number: 50008150 (BECI)

Date of Last Update:

### **Physical Requirements and Work Conditions**

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry, or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.