



JOB TITLE	CYP Training and Curriculum Specialist
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR17-0037
SALARY RANGE	\$42,823.00 - \$55,666.00 Yearly, Depending on Experience Plus Non-Taxable Post Allowance & Living Quarters Allowance
OPENING DATE	Friday, January 13, 2017
CLOSING DATE	Friday, January 27, 2017
SERIES & GRADE	NF-1701-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Worldwide

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Training and Curriculum (T&C) Specialist position is threefold: (1) to provide and deliver a comprehensive training program to CYP employees and Child Development Home (CDH) providers that supports the professional requirements of their positions, (2) to assist with the implementation of a developmentally appropriate curriculum/program that fosters the physical, social, emotional, cognitive and language development of children and youth, ages 6 weeks to 18 years, and (3) to promote school readiness and support ongoing school success. A comprehensive CYP training program directly correlates to the quality of child and youth programs provided.

A T&C Specialist is assigned responsibility for providing training to CYP employees and CDH providers based on needs of the CYP. The incumbent is expected to operate independently with minimum supervision toward the overall objectives of the programs. Incumbent utilizes child and youth development and training expertise to role model, mentor, coordinate and provide training, observe for successful implementation of training, assess development of children and youth by direct observation, and provide services that lead to obtaining and/or maintaining accreditation by National Association for the Education of Young Children (NAEYC), Council on Accreditation (COA), or National Association for Family Child Care (NAFCC) and to provide services in support of the implementation of the Boys and Girls Club (BGCA), and 4-H curriculum.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the T&C Specialist include training, classroom and program support, compliance and additional responsibilities. 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 CY Program Assistants to ensure modules are completed. Identifies additional training needs. Maintains training records and individual development plans. Prepares training status reports and recommendations to supervisors and notifies CYP Directors of employees' and providers' training status and performance. 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 Director and CDH Monitor(s) to encourage providers to become accredited. Develops a working relationship with local colleges, universities and professional organizations and advises employees/providers about continuing avenues of professional development. Ensures that the required Navy curriculum is implemented within each CYP (i.e., supports implementation and execution of the Navy standardized curriculum within the Child Development Center (CDC), including assisting CY Program Assistants and Leaders by documenting observations and assessments, evaluating classroom

environments, reviewing weekly activity plans, and providing additional training when needed). Coordinates programming that supports the children and youth's physical, social, emotional, cognitive and language development regardless of setting or length of time in care. Ensures the quality and consistency of developmental programming to include the environment, equipment, materials, program structure, curriculum, risk management practices, and oversight and coordination of activity schedules and lesson plans. Role models appropriate behaviors and techniques working with children and youth. Observes in program settings throughout all hours of operation to assess employee competency and direct training needs for groups and/or individuals. Provides feedback to employees and supervisors. Works with CY Program Assistants and Leaders to evaluate classroom or activity area environments and makes recommendations to the Director for the selection of developmentally appropriate toys, materials and equipment. Maintains a resource file library to aid employees in preparing lesson plans and activity schedules and to assist with training objectives. Reviews lesson plans to ensure they are appropriate and based on curriculum requirements. Provides daily assistance with plans if needed. Assists in and supports development and implementation of parent education and parent participation programs. Provides training to CYP employees so they can ensure classroom and activity area compliance with fire, safety, and sanitation rules and regulation. 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. In the absence of the CYP Director, incumbent may assume the responsibilities of the CYP Director and perform duties and requirements of the position. Incumbent is 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. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

A 4-year degree in Early Childhood Education, Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study AND 3 years of full time experience working with children and/or youth.

OR

A Master's degree in the related field of study AND minimum of 1 year professional experience working with children.

OR

A combination of education and experience (e.g. courses equivalent to a major in a field (24 higher level semester hours) appropriate to the position (see above) plus appropriate experience or additional course work that that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above AND 3 years of full time experience working with children and/or youth.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge, skill, and ability to independently manage a developmentally appropriate program for the age groups served.

Knowledge and background of child and youth programs including principles, practices and techniques of child and youth development.

Knowledge of Federal and State laws governing the detection and prevention of child abuse and/or neglect.

Knowledge of the NAEYC, COA and NAFCC accreditation criteria and process, the required programs of the BGCA, 4-H, and the skills and knowledge to implement the Department of Defense (DoD) certification standards.

Knowledge in interests and motivation of individuals and groups.

Skill in planning, organizing, and implementing a variety of programs.

Skill to develop curriculum outlines, courses of study lesson plans/guides, and to conduct training workshops.

Ability to provide guidance and leadership to employees and providers.

Ability to identify and respond to emergency situations including evacuations, child illness, and physical and emotional disorders.

Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills.

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must possess a valid state driver's license.

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

RELOCATION

Authorized

TRAVEL REQUIRED

Travel may be required up to 10% or less.

OTHER INFORMATION

**Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for return rights.

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Japanese yen rate exchange, and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Naval base. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants **MUST** apply online at www.USAJOB.S.gov. We no longer accept emailed applications.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and **MUST** be submitted online. You must submit a complete application by 11:59 pm (Eastern Time) on the closing date reflected on the vacancy announcement.

Need Assistance? If you are experiencing technical difficulties in completing any of the application process, please report it to: support@econsys.com prior to the announcement deadline for instructions on how to proceed.

REQUIRED DOCUMENTS

- Resume
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and **MUST** be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 011-81-46-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date will **not** be considered. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.