

Janet E. Ballard
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Employment:

August 2013-Present

Early Childhood Center-Indiana University

First Steps Quality Review /Research Associate at Early Childhood Center

- Conduct quality review for the First Steps Early Intervention program statewide
- Assist in the writing and submission of the First Steps Annual Performance Report
- Technical Assistance to support 9 regional System Points of Entry (SPOE)
- Technical Assistance to support 39 First Steps Provider agencies around the state
- Conduct billing and credentialing audits for provider agencies throughout state
- Collaboration with the Part C state office on procedures for provider agencies and SPOE
- Assist in system redesign for data collection and reporting to state by SPOEs

Indiana University, Indiana Institute on Disability and Community Bloomington, IN

July 2014-June 2017

Early Learning Matching Grant

- Complete Fall and Spring Child Assessment on EEMG sample four-year olds using PPVT4 and Bracken 3rd Edition
- Complete Classroom Observations using CLASS and Timed Observation Tools
- Conducted Child Care Director Interviews with participating EEMG grantees (2015)
- Conduct Technical Assistance of CLASS for Classroom Teachers

SCCAP Head Start

Bloomington, IN April 2013-August 2013

Head Start/Early-Head Start Family Services Coordinator

- Oversees and ultimately responsible for the daily activities and operations of Family Services component to include eligibility, recruitment, enrollment, selection and attendance in the program
- Ongoing professional development of staff
- Performs record keeping both internal and external in a timely and objective fashion
- Audits all files and paperwork from family enrollment to ensure compliance with Federal, State regulations
- Assists Head Start Director in managing the Head Start program as a whole

SCCAP Head Start

Bloomington, IN January 2010-April 2013

Early Head Start Ed/Special Needs Coordinator

- Responsible for set up and ongoing day to day duties/management of the Early Head Start

- centers and home-based programs
- Assist in the hiring/training of Early Head Start Staff
- Assist Head Start Director
- Ongoing professional development to all staff
- Provided monthly Reflective Supervision to Early Head Start Home Visitor Staff (3)
- Licensed Child Care Director on five center licenses through State of Indiana
- Level 3 Paths to Quality
- Assist other Head Start Management Team Staff as requested
- Ongoing monitor of the Infant/Toddler curriculum, lesson plans, and child outcomes
- Worked in the various classrooms on a daily basis
- CDA Infant/Toddler and Home Visitor Advisor
- Ongoing monitoring of education and child outcomes of special needs infants and toddlers

State of Indiana Indianapolis, IN March 2006-January 2010
Early Intervention Program Consultant (First Steps)

- Management of Eligibility Determination Team contractors statewide making policy decisions about process and training of State eligibility tool
- Management of Central Reimbursement Office (CRO) contract regarding Provider Enrollment and annual continuing education credentialing process statewide for 1800 Providers
- Assist with implementation of Federal and State guidelines as it pertains to Part C of IDEA throughout the State
- Assisted in the update to the Indiana First Steps Service Coordination Orientation Training Manual

Aging and Community Services Columbus, IN April 2004-March 2006
Cluster Coordinator-Contract

- Attend local and State First Steps Meetings
- Assist with Child Find/Public Awareness of the First Steps Program
- Present at community events and Provider Meetings
- Process Monthly Reports for the State
- Collaborate with other agencies and LEAs
- Promote Provider Recruitment and retention

Stone Belt Center Bloomington, IN March 1993-March 2006
Early Intervention Program Manager (2002-2006)

- Assist with hiring of staff
- Train and supervise all First Steps Staff
- Conduct annual performance reviews
- Review billing and documentation on a monthly basis
- Assist with Grant Proposal Applications

Eligibility Determination Team (2004- 2006)
Developmental Therapy Specialist (1993- 2004)

- Assist in determination of eligibility for First Steps
- Implement State eligibility guidelines for program
- Write reports on child's development using State approved tools
- Work collaboratively as a team in a variety of settings
- Credentialed as Developmental Therapy Specialist since 1996
- Provided ongoing therapy services for 10 years
- Trained new developmental therapists
- Active member of Local Planning & Coordinating Council

Education:

- Concordia University-Portland, OR- M.Ed. Instruction and Curriculum, Minor: Early Childhood
Education Graduated March 2016
- University of Indianapolis-Indianapolis, IN- B.S. Elementary Education Graduated May 1987

Continued Education/Related Skills:

- Certified Lekotek/Compuplay Specialist
- Early Childhood typical and atypical development trainings (4 CEUs through IU)
- Over 30 hours college credit in Early Childhood Education
- Certified PITC Infant Toddler Care Trainer through WestEd
- Indiana Academic Standards Foundations Training Birth to Age 5
- 130 hours of on-line training through Child Care Education Institute Birth to Five (13 CEUs)
- Certified CLASS Pre-K Observer (2014, 2015, 2016)
- DEC Annual Conference 2015
- OSEP Leadership Conference 2015 and 2017
- Institute for Strengthening Families (2016, 2017, 2018)
- Zero to Three Training of Trainers-The Growing Brain (2018)
- Brain Story Certification through Alberta Family Wellness Initiative (2019)
- Council for Professional Recognition Child Development Associate Credentialing Program CDA PD Specialist (2019)

Presentations:

- SCCAP Head Start Annual Pre-Service Training, August 2010, 2011, 2012, and 2013
- High Quality Outcomes in Early Intervention, March 2014
- Indiana Association for the Education of Young Children Annual Conference, April 2014
- Early Childhood Conference IAIEYC, April 2015
- OSEP Leadership National Conference, July 2015
- SCIAIEYC Conference, September 2015
- Indiana Infant and Toddler Institute, September 2015
- Division of Exceptional Children national Annual Conference, October 2015

- Division of Exceptional Children National Learning Deck Webinar Series, February 2016
- 4C's Annual Spring Conference, March, 2016
- Early Childhood Conference IAEYC, April 2017
- High Quality Outcomes Training in First Steps, February, 2018
- Early Childhood Conference IAEYC, April 2018
- First Steps Conference, June 2018
- High Quality Outcomes Training in First Steps, August 2018
- Zero to Three The Growing Brain Trainings-Indiana Part C Providers March-April 2019
- High Quality Outcomes Training in First Steps, April, May, and June 2019
- First Steps Conference, June 2019
- First Steps Family Assessment Refresher Webinar September 2019

Planning Committees/Memberships:

- Institute for Strengthening Families committee member (Indiana) 2016, 2017, 2018, 2019
- National Head Start Association Member 2010-2013
- Current Infancy Onward Member (2018, 2019)
- Zero to Three member (2019)

Professional References:

- Available upon request