**Janet E. Ballard**

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**Employment:**

**May2020-June 2024**

**First Steps Interagency Coordinating Council (ICC) Staff Support**

* Schedule and facilitate all meeting activities virtual, in-person and hybrid options
* Collaborate with ICC members for reimbursement for meeting attendance and mileage
* Support council members to be working participants to advise and assist the Bureau of Child Development Services on current issues facing the system

**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
* Aid in the writing and submission of the First Steps Annual Performance Report
* Technical Assistance to support 9 regional System Points of Entry (SPOE)
* Conduct billing and credentialing audits for provider agencies throughout state
* Collaboration with the Part C state office on procedures for provider agencies and SPOE
* Aid in system redesign for data collection and reporting to state by SPOEs

**July 2014-June 2017**

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

**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 and State regulations
* Aid Head Start Director in management of 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
* Aid in the hiring/training of Early Head Start Staff
* Aid 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
* Aid 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

* Aid with implementation of Federal and State guidelines as it pertains to Part C of

IDEA throughout the State

* Aid 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
* Aid 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)**

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

**Eligibility Determination Team (2004- 2006)**

**Developmental Therapy Specialist (1993- 2004)**

* Aid 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)
* Certified Zero to Three Trainer-The Growing Brain (2018, 2019)
* Brain Story Certification through Alberta Family Wellness Initiative (2019)
* CDA PD Specialist through the Council for Professional Recognition Preschool and Infant & Toddler Center based (2019-2023)
* AEPS Interrater Reliability Certification Birth to Three (June 2020- June 2023)
* Infant Toddler ePyramid Module April 2021 (18 hours)
* Family Guided Routines Based Intervention and Caregiver Coaching Modules June 2021 (8 hours)
* Preschool ePyramid Module March 2022 (18 hours)
* Infancy Mental Health Endorsement-Infant Family Associate 2022, 2023,2024
* Vermont Oxford Network: Neonatal Abstinence Syndrome Curriculum Bundle March 2022 (18 modules)
* Family Guided Routines Based Intervention PLC participant February-July 2023
* Family Guided Routines Based Intervention PLC facilitator February-July 2024
* LifeCourse Ambassador 2023
* Trauma Informed Care and the Pyramid Model (5 hours), February 2024
* Certified Trauma Specialist-Family through the Arizona Trauma Institute (15 hours), February 2024
* Professional Development Certificate in Trauma Informed Care through IU School of Public Health & IU School of Social Work (6 CEUs), April 2024
* Play Therapy Practitioner through International Association of Therapies April 2025

**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 IAEYC, April 2015
* OSEP Leadership National Conference, July 2015
* SCIAEYC 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
* Tele-Intervention Webinar Series -Preparing for the EI Virtual Visit, May 2020
* First Steps Conference, June 2019
* ECC Summer Institute, July 2020
* First Steps Outcomes Overview for Service Coordinators, September 2020
* Early Childhood Special Education Conference, November 2020
* DEC Proposal Reviewer for the Family strand, March 2022
* CEC Proposal Reviewer Early Intervention and Early Childhood Strand 2023 Conference
* DEC Proposal Reviewer for By Practitioners for Practitioners strand February 2023, 2024
* High Quality Outcomes Training for Service Coordinators-Indiana Early Intervention Conference June 2024
* Temperament: Meeting Individual Needs of Young Children in Childcare Settings Community Action Plan/Head Start Annual Conference July 2024
* High Quality Outcomes Training for Service Coordinators-1st Kids Oct-Nov 2024
* Structured Freedom: The Magic of Guided Play-US Play Coalition Conference April 2025

**Planning Committees/Memberships:**

* Institute for Strengthening Families committee member (Indiana) 2016-2020
* National Head Start Association Member- 2010-2013
* Current Infancy Onward Member-2019, 2020, 2021, 2022, 2023, 2024
* Zero to Three member-2019 & 2020
* Division of Early Childhood of the Council of Exceptional Children-2021, 2022, 2023, 2024
* Indiana Division of Early Childhood Executive Board member 2021, 2022, 2023, 2024
* Indiana Early Intervention Conference-2022, 2023, 2024
* 3-year appointment to the National DEC Recommended Practices Committee July 2022-2025 Revision Strand
* DEC Equity Workgroup September 2022-October 2023

**Professional References:**

* Available upon request