

Alamance Partnership for Children

Early Childhood Specialist

Job Description

Job Title: Child Care Services Coordinator	Reports to: Program Director
Department/Activity: Child Care Services	Classification: Exempt
Supervises	Number of hours per Week: 40
Incumbent:	

Objective:
 The Child Care Services Coordinator will provide core Child Care Resource and Referral services with a focus on meeting the needs of the child care community.

Responsibilities:

- Ensure compliance with CCSA contract.
- Implement and oversee LENA Grow;
- Oversee documentation related to all child care service activities.
- Build long-term relationships with child care facilities by providing phone and on-site Technical Assistance which includes the following categories:
 - **Start up** information for potential child care providers and newly licensed facilities.
 - **Training** for Child care providers & parents regarding outdoor learning, health & safety, Foundations, etc.
 - **Technical assistance** to sites with 1-3 stars.
- Serve as a resource to the child care community by promoting local and statewide training events.
- Maintain appropriate familiarity with other community resources to help child care providers access appropriate materials and programs.
- Keep detailed, accurate and organized records for each facility as they relate to quarterly reporting.
- Provide information, education, and support for child care providers, including teachers, administrators, home child care providers, and other personnel who work directly with children birth to five in Alamance County who are displaying challenging behaviors.
- Follow up with all monitoring issues related to child care services activities.
- Work as a team player with all Partnership activities and programs.

Services to the Community

- Represent the Alamance Partnership for Children accurately and professionally in the community.
- Travel as needed to attend meetings, provide trainings, and attend workshops and seminars.
- Participate in the planning and implementing of yearly community events including, but not limited to Day of Training, and Parent/Family Events.
- Advocate for high quality child care and other support services for families, children, and child care providers at local, state, and national levels.
- Act as a liaison to state licensing consultants and area parent/provider education and training.
- Contribute to the Partnership’s newsletter and other publications as requested.
- Assist in additional tasks assigned by Executive Director or Program Director.

Requirements:

Education/Experience:
 Bachelor’s Degree in early childhood education, Child Development, Human Development and Family Studies, or a related field. Knowledge of the North Carolina Division of Child Development rules and regulations and experience with the Environment Rating Scales.

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Special skills/Training: Excellent interpersonal communication skills with an emphasis on relationship-building with diverse groups and strong organization skills. An ability to work in a team-oriented agency. Be Active Kids and CLASS facilitator training preferred.
Additional education/experience/skills/training preferred: Preferred: A Master's Degree in early childhood education, Child Development, Human Development and Family Studies, or a related field. Knowledge of Child Care Resource and Referral and the Smart Start initiative.
Salary Range: \$35,000 - \$38,000 Based on experience

Please send cover letter with resume to humanresources@alamancechildren.org.