**Job Posting**

**Early Childhood Specialist, Alamance Partnership for Children**

**Summary**

The Alamance Partnership for Children is a not-for-profit organization serving young children and families in Alamance County. We are an early childhood initiative designed to ensure that young children enter school healthy and ready to succeed. The Partnership is the local administrator for Smart Start and NC Pre-Kindergarten funds. The position is full-time and exempt.

**Responsibilities**

Under the guidance of the Partnership’s Child Care Services Manager the Specialist is responsible for:

* Building long-term relationships with staff of child care facilities with phone, virtual and on-site technical assistance, and training. This includes (but is not limited to):
  + Start-Up information for potential child care providers seeking licensure.
  + Assistance with compliance of the NC Division of Child Development and Early Education child care rules and regulations
  + Intensive TA to increase star ratings, including mock Environment Rating Scale assessments (infant toddler and preschool).
  + Offer approved training to early childhood staff.
  + Modeling in infant, toddler and/or preschool age classrooms.
  + General TA for short term support regarding any of the above-mentioned categories.
  + Professional development that supports child care facilities and providers.
* Serving as a resource to the child care community by promoting professional development events.
* Maintaining knowledge of and familiarity with community.
* Participating in provider training and group meetings.
* Serving as a liaison to the state licensing and child care health consultants.
* Collecting detailed, accurate and organized program and participant data as required.

**Education/Experience/Requirements**

A bachelor’s degree in early childhood or a related field is required, including at least 18 birth to five focused semester hours. A minimum of two years of early childhood education classroom experience in licensed programs, preferably across the birth to five age range. Knowledge of the NC Division of Child Development and Early Education rules and regulations. Experience with the Environment Rating Scales and the NC Foundations of Early Learning and Development.

Must have a valid driver’s license, insurance, and regular access to an automobile.

Unless prohibited by law, the Partnership requires all staff to certify that they are fully vaccinated to be employed.  Those who cannot get vaccinated for medical or religious reasons can request an accommodation where required by law.

**Compensation**

The salary rangeis$39,000 to $45,000. This is an exempt, 40-hour a week position. The Partnership has a robust benefit package including paid health, dental, and vision insurance, a Flexible Spending Account, and vacation and sick days. A simple 401K plan with employer contributions is available after the first year.

**The Alamance Partnership for Children is an equal opportunity employer.**