



CCR&R Program Coordinator Job Description

POSITION SUMMARY:

- To provide ongoing quality enhancement/improvement support, mentoring, & professional development training to licensed ECE programs & staff.
- Technical Assistant is to support all children at the universal level, thereby decreasing the need for more intensive intervention.

QUALIFICATIONS:

Requirements: Bachelor's degree or beyond in Early Childhood/Child Development, or related human services field (child and family relations, one to three-years of experience working in early childhood or related field preferred). Understanding of the state regulatory requirements and national accreditation requirements for early education centers and homes. Ability to work with a diverse client population. Ability to establish rapport with childcare providers of varying ages, educational levels, ethnic and socioeconomic backgrounds. Excellent oral and written communication skills. Ability to complete required trainings for this position. A valid driver's license, reliable transportation, and the ability to travel throughout the service area are required. Experience in creating and providing adult education trainings and workshops. Experience in understanding and conducting Environmental Rating Scales. Experience in behavioral development of young children. Have at least a level 11 EEC and obtain TAE and PDE within 12 months.

RESPONSIBILITIES:

- Conduct on-site visits to childcare centers and family childcare homes throughout Territory 2.
- Provide individualized coaching and technical assistance using North Carolina's Continuous Quality Improvement Framework.
- Build relationships with childcare providers throughout Territory 2.
- Collaborate with the local Smart Start partnerships in Beaufort, Craven, Hyde, Pamlico, Tyrrell, and Washington counties.
- Coordinate and facilitate Professional Learning Communities (PLCs).
- Assess provider needs and develop improvement plans.
- Conduct outreach to families and participate in community events.
- Promote Child Care Referral Central and consumer education resources.
- Connect families with subsidy programs and community resources.
- Document technical assistance, training, outreach activities, and required performance measures.
- Provide Professional Development.
- Provide Administrative action trainings and TA.
- Collect data required by Early Years.
- Maintain participant records and complete required reports.
- Attend regional meetings and trainings.
- Assist with implementation of grant goals and performance outcomes.

- Deliver and coordinate professional development opportunities.
- Participate in resource fairs, family engagement events, and community meetings.
- Help collect county resource information.
- Complete all documentation, data collection, participant tracking, evaluations, and monthly reporting.
- Work collaboratively with Smart Start partnerships, community colleges, licensing consultants, and other regional partners.
- Assist with newsletters, training calendar, and special initiatives, when needed.
- Maintain ECE endorsements as recommended by NCDCEE.
- Work with state licensing consultants and assist ECE centers and homes with the regulatory and accreditation processes.
- Assist existing ECE centers and homes in accessing available resources
- Represent the Beaufort-Hyde Partnership for Children accurately and professionally to the community.
- Maintain all professional development requirements, certifications, and responsibilities as assigned.
- Computer skills and knowledge a must for this position as you will be using multiple platforms/programs.
- Travel is required.
- Assume other duties as assigned by Program Supervisor and Executive Director.

SECONDARY RESPONSIBILITIES:

- Occasionally performs other duties as assigned.
- Must comply with State and Federal childcare development regulations.
- Participate in professional development and maintain current knowledge of early childhood policies, regulations, and best practices.
- Assist with grants, presentations, special projects, resources materials, and agency activities.
- Support community events and outreach activities.
- Maintain Knowledge of Environmental Rating Scales, adult learning, and developmentally appropriate practices.
- Travel throughout Territory 2 and work occasional evenings/weekends, as needed.
- Perform other duties as assigned by the Executive Director.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must frequently travel outside of the office. While working in the office, the work environment is usually general office with moderate noise level.

DISCLAIMER STATEMENT:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. The employee may be required to perform other related duties not listed on this job description.

Beaufort-Hyde Partnership for Children is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.