



CCR&R Program Supervisor (Part-time) Job Description

POSITION SUMMARY:

- Provide leadership, supervision, and oversight of Child Care Resource and Referral (CCR&R) services, ensuring the delivery of high-quality technical assistance, quality improvement support, mentoring, and professional development opportunities to licensed early care and education (ECE) programs and staff.
- Supervise, coach, and support CCR&R staff in the implementation of program activities, ensuring compliance with grant requirements, organizational policies, and performance expectations.

QUALIFICATIONS:

Requirements: Bachelor's degree or higher in Early Childhood Education, Child Development, Education, or a related human services field. A minimum of three (3) years of experience working in early childhood education, child care quality improvement, or a related field is required, with supervisory or leadership experience preferred. Thorough knowledge of North Carolina child care licensing regulations, quality rating requirements, and national accreditation standards for early care and education programs is essential. The successful candidate must demonstrate the ability to supervise, mentor, and support staff while fostering a collaborative team environment. The position requires the ability to work effectively with diverse populations and establish productive relationships with child care providers, community partners, and families representing a variety of educational, cultural, ethnic, and socioeconomic backgrounds. Excellent written, verbal, organizational, interpersonal, and problem-solving skills are required, along with proficiency in project management and the ability to complete all required trainings. A valid driver's license, reliable transportation, and the ability to travel throughout the service area are required. Experience in developing and delivering professional development opportunities for adult learners; conducting or interpreting Environment Rating Scales (ERS) or other quality assessment tools; and working with Child Care Resource and Referral (CCR&R), Smart Start, NC Pre-K, or other early childhood initiatives. Knowledge of child development, social-emotional development, and developmentally appropriate practices is also preferred. Must be able to obtain Level 11 EEC and TAE/PDE requirements within required timeframes.

RESPONSIBILITIES:

- Supervise, mentor, and evaluate the Regional CCR&R Coordinator.
- Develop regional work plans and monitor grant implementation.
- Build and maintain relationships with all Smart Start partnerships and community stakeholders throughout Territory 2.
- Coordinate regional communication among participating counties.
- Lead and manage CCR&R services throughout Territory 2.
- Develop and distribute the regional newsletter.
- Maintain the regional training calendar.
- Coordinate regional meetings and collaborative initiatives.
- Monitor contract deliverables and performance outcomes.

- Review reports and data for quality assurance.
- Assist with grant reporting and performance measurement.
- Represent the agency at regional and statewide CCR&R meetings.
- Assist with strategic planning and continuous quality improvement.
- Provide technical assistance, coaching, and training when needed.
- Ensure services support **CQI** and **PCQTP** implementation and program quality.
- Oversee family outreach, child care referrals, consumer education, and promotion of **Child Care Referral Central**.
- Ensure families receive information about child care choices, quality, indicators, subsidy, wraparound supports, and community resources.
- Prepare required mid-year, annual and other program reports.
- Ensure compliance with CCR&R, Early Years, DCDEE, and contractual requirements.
- Collaborate with fiscal staff and the Executive Director on program budgets.
- Participate in community, regional, state, Early Years, and DCDEE meetings.
- Monitor progress toward required program outcomes and implement improvements as needed.
- Serve as liaison with Early Years and other regional contractors.
- 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 county resource information.
- 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.
- Assume other duties as assigned by Program Supervisor and Executive Director.

SECONDARY RESPONSIBILITIES:

- Occasionally performs other duties as assigned.
- Participate in professional development and maintain current knowledge of early childhood policies, regulations, and best practices.
- Assist with grants, presentations, special projects, resource materials, and agency activities. Support community events and outreach activities.
- Maintain knowledge of Environment 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.