Children & Youth Partnership for Dare County
Early Care & Education Specialist

Position: Full-Time or Part-Time

Position Summary: The Early Care & Education Specialist is responsible for administering the Quality Early Learning Program. Services are provided to support quality improvement in child care programs across Dare County. This position provides coaching, technical assistance, and training to help programs strengthen classroom practices, improve assessment scores, and maintain or increase NC Star Rated Licenses. The role includes developing action plans with child care staff, offering on-site and virtual support, and coordinating professional development opportunities to support child care providers in navigating higher education pathways.

Fair Labor Standard Act: Non-Exempt

Job Responsibilities:

The Early Care & Education Specialist will be responsible for the following:

Quality Early Learning Responsibilities

- Provide technical assistance (coaching, modeling, mentoring) to early childhood educators in licensed Child Care Centers and Family Child Care Homes to improve teacher practices and program quality.
- Promote continuous quality improvement to maintain or enhance Star Rated License levels.
- Develop action plans based on program/teacher needs, assessment results, and quality improvement goals. Goals may include obtaining or maintaining a higher star-rated license through NC's Division of Child Development and Early Education (DCDEE); improved teacher-child interactions and relationships; greater teacher wellness, program culture and family engagement practices; stronger business practices; and engaged teacher participation in training and professional development.
- Develop and offer professional development around Environment Rating Scales and other areas related to Quality Early Learning: e.g. Developmentally Appropriate Practice and Early Care & Education Curriculum.
- Organize or support community awareness, outreach events, and professional development.

DCDEE Approved Training Responsibilities

- Plan and coordinate on-going professional development opportunities for child care professionals.
- Planning, facilitating and coordinating networking meetings/training for the Dare County Child Care Center Directors and/or Family Child Care Home Operators.

- Complete Train the Trainer courses in order to offer required provider training such as ITS-SIDS, Playground Safety, Emergency Preparedness, and NC Foundations of Early Learning and Development.

Advising to Support Higher Education Responsibilities

- Provide guidance and support to child care staff in completing additional Early Childhood Education coursework to increase their education points on the NC Rated License system.
- Assist child care centers and family child care homes in developing and implementing facility-level professional development plans.
- Coordinate educational development services for early learning professionals, including serving as a liaison with College of the Albemarle and other institutions of higher learning.
- Collect and disseminate up-to-date information on coursework options, educational incentives and available support.
- Coordinate and implement education incentive programs such as Higher Learning Stars bonuses or other salary supplements that may be available to child care staff participating in professional development activities and attaining established educational milestones.

Community Outreach

- Develop strong community awareness about the importance of early childhood education, child care-related issues, and child care licensing requirements.
- Maintain positive public relations with child care providers, parents, local agencies, local and state governments, media, and the community.
- Collaborate with local agencies to offer training, services and programs that are needed and to ensure that services are not unnecessarily duplicated.
- Advocate for quality child care and children's issues at the local, state, and national level.
- Be aware of local and state resources for child care and early childhood issues.
- Participate with others in agency fundraising and grant writing.

Data Collection, Planning, and Budgeting

- Collect, maintain, analyze and share data on services provided and community child care needs, including quarterly preparation of Smart Start, Regional and DCDEE Reports.
- Use information and data to develop and/or improve professional development activities for child care providers.
- Collect data and keep organized records on Quality Enhancement/Maintenance services.
- Use data collected and input from Children & Youth Partnership for Dare County Board, Child Care Task Force, other local needs assessments, customers, and staff, to collaborate in planning services and programs needed for the community.

Job Requirements:

Education and Experience:

- Bachelor's degree in early childhood education, child development, social work, psychology, human services, or related field.
- Experience working in the field of early care and education, as a child care teacher, center administrator, Technical Assistant/CCR&R specialist, or equivalent combination of experience and education.

Certification and Endorsements (preferred or obtained following hire):

- Preferred Level 11 Early Educator Certification, Technical Assistance Endorsement, and Professional Development Endorsement from the NC Institute for Child Development Professionals or to be obtained following hire.
- Completion of the Art and Science of Technical Assistance training
- Completion of North Carolina Rated License Assessment Project (NCRLAP) training related to Environment Rating Scales to support child care programs
- Optional completion of Child Care Resource and Referral onboarding course.

General:

- Knowledge of early childhood development
- Knowledge of NC Child Care Rules and Regulations
- Knowledge of Dare County community and resources
- Able to work with diverse groups of people in relationships based on equality and respect
- Initiative to work independently and as a team player and to plan and execute tasks
- Strong organizational skills and ability to manage multiple tasks concurrently
- Excellent written and oral communication skills; excellent public speaking skills
- Knowledgeable in Google Suite (Gmail, Google Drive, Google Calendar, etc) as well as Microsoft Office (Word, Excel, etc.)
- Proficiency in data collecting, planning, and budgeting
- Proficiency in grant writing and fundraising
- Available for travel in-county and out-of-county, as needed

Salary Range:
Full-Time (37.5 hours/week): $38,000-$48,000 annually
Part-Time (30 hours/week): $30,400-$38,400 annually