

## **PARTNERSHIP FOR CHILDREN OF JOHNSTON CO., INC.**

**Position:** Early Care & Education Specialist

**Reports To:** ECE Manager

**Classification:**

**Department:** CCR&R

**Effective Date:** 3/1/2015

**Salary Grade:**

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### **Primary Objective:**

Plan and deliver comprehensive services to child care providers, directors and owners to assist in attaining and/or maintaining a higher star rated license through the Division of Child Development and Early Education, as well as promote the overall mission of the Partnership throughout the county.

### **Essential Duties and Responsibilities:**

- Assess classroom quality and effectiveness using high quality, standardized assessment tools.
- Develop comprehensive classroom, center and professional development quality improvement plans to guide program improvements
- Provide on-site coaching and mentoring demonstrating effective teaching strategies
- Design and lead implementation of high-quality training for child care providers.
- Maintain current information on state and local child care center and home regulations and laws
- Provide written and/or oral information to current and potential caregivers on all aspects of family child care and center-based care.
- Orientation of current and potential child care providers to the services provided by PFCJC.
- Develop family child care home, center and new provider resources
- Facilitate meetings as needed such as Professional Learning Communities and Service Collaborations.
- Maintains records of all activities, technical assistance, training or other services in hard copy as well as in a designated database.
- Prepare and maintain written reports and documentation of compliance with assessment tool standards, program standards, and reports requested by supervisor.
- Contribute to parent/provider newsletter.
- Act as liaison between the Partnership, the local childcare community and other community agencies
- Work with other professionals to improve the health and safety of children
- Responsible for creating and promoting a customer friendly atmosphere within PFCJC
- Assist or participate in monitoring and ongoing evaluation of services
- Participate in community outreach efforts for PFCJC, Inc. Supports The Partnership for Children of Johnston County and advocates for quality childcare
- Other duties as assigned by management

- Maintains complete confidentiality at all times

**Education and Experience:**

- Bachelor's Degree in Child Development, Early Childhood Education, Human Services or other related field plus three years of paid teaching experience or a combination of education and experience.
- Minimum Level 11 Early Educator Certification with Professional Development and Technical Assistant Endorsements and CLASS Certification.

**Knowledge and Abilities:**

- Demonstrate competencies in the following areas(s): Child development, family studies, early intervention, classroom management, curriculum, NC Child Care Rules and Regulations, community resources and service related agencies.
- Understanding of current theory and practices of group child care and best practices for young children.
- Other Professional Development Requirements include training in Foundations of Early Learning and Development Standards (FELDS), Art of Coaching and Early Childhood Technical Assistance, Cultural Competence and CLASS.
- Exceptional written and oral communication skills
- Must be a self-starter, reliable and dependable to manage own schedule.
- Ability to establish rapport and communicate effectively
- Flexibility in accepting job related tasks as agency needs arise
- Ability to work independently, as well as in a team environment
- Computer Literacy
- Ability to explain and interpret rules, policies and procedures
- Ability to respect the value of time of self and others through attendance/punctuality
- Ability to demonstrate initiative and personal integrity in work conduct.
- Maintain a high quality of work by holding self-accountable to a high standard of productivity, accuracy and thoroughness.
- Ability to work collaboratively with others as part of a team to achieve common goals and objectives.
- Flexibility of schedule for possible nights and weekends
- Valid NC Driver's License
- Knowledge of Johnston County preferred, estimated 50% travel time in county.
- Fluency in Spanish preferred

**ADA**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer terminal and do extensive reading.