

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

Position Summary: The Early Care & Education Specialist is responsible for administering Child Care Resource & Referral, DCDEE Approved Trainings and Child Care Program Start-up. Services are provided to families, early childhood professionals, and the community to support the quality, availability, and affordability of child care and early education programs.

Fair Labor Standard Act: Non-Exempt

Job Responsibilities:

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

Child Care Resource & Referral (CCR&R) Responsibilities

- Provide child care referrals and information on quality child care to parents and families seeking child care and early education options.
- Maintain, update and manage the child care referral database and referral services in WorkLife Systems.
- Participate as an active member in regional CCR&R activities, reporting and meetings.
- Market services to the general public.
- Plan and coordinate Week of the Young Child and provider appreciation activities.
- Participate in development of State of the Child Conferences and other community forums.
- Maintain organization's membership in National Association for the Education of Young Children (NAEYC), and other advocacy organizations.

DCDEE Approved Training Responsibilities

- Plan and coordinate on-going professional development opportunities for child care professionals offered by Child Care Resource & Referral, including its promotion and evaluation.
- Planning, facilitating and coordinating networking meetings/trainings 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.

Child Care Program Start-up Responsibilities

- Promote and provide licensing start-up technical assistance to potential child care program operators.

- Provide support to child care centers and family child care homes until the initial temporary license is achieved.
- Provide technical assistance in creating quality licensed spaces to meet a documented need for full-time child care in an area.

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.
- Maintain and promote Lending Library.
- 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.
- 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, CCR&R specialist, or equivalent combination of experience and education.

Certification and Endorsements:

- Child Care Resource and Referral onboarding course.
- Must complete the Art and Science of TA training, the DCDEE Pre-Licensing Workshops and be familiar with the Pre-Licensing Guide to provide consultation and coaching towards licensure.

- 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.

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
- Spanish speaking a plus

Salary Range: \$38,000-\$48,000