

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: **Regional CCR&R Family Child Care Consultant**

REPORTS TO: **CCR&R Provider Services Program Manager**

CLASSIFICATION: **Exempt**

HOURS PER WEEK: **40 Hours**

DATE: _____

APPROVED: _____

Executive Director

PRIMARY PURPOSE:

This position will work with the CCR&R Statewide Family Child Care Project Manager and the CCR&R Family Child Care (FCC) Statewide Support Team to build and sustain a localized system of technical assistance and professional development that supports FCC educators, where connections and collaborations with peer mentors and other professional agencies and organizations supporting FCC is valued and embedded in a diverse, equitable and inclusive service delivery model driven by identified FCC needs.

Duties and Responsibilities:

- Lead and support work in the region with FCC operators
- Intentionally provide collaboration and networking opportunities where FCC operators can share and provide feedback on the service delivery model.
- Provide FCC operators with Professional Development and Technical Assistance in multiple modalities.
- Connect and collaborate with other CCR&R staff as well as peer mentors to create a multi-level relationship based, culturally and linguistically responsive support system.
- Ensure equitable access to technical assistance and professional development opportunities that support FCC individual needs in their regions.
- Provide a flexible schedule to accommodate TA & PD needs of FCC operators outside of their business day.
- Work with Project Manager and Anchors to identify potential peer mentors and collaborate with them for individualized FCC support for operators (paired meetings, TA, etc.)
- Identify, support, and prioritize TA for FCC Start-Up
- Collaborate with lead agency management and the FCC Project management team to develop a regional team (Regional FCC Consultant, lead or local CCR&R staff, and peer mentors)
- Schedule and conduct quarterly regional team meetings.

- Schedule check in meetings with FCC mentors or participate in Peer Mentor professional learning communities if scheduled by Project Manager or Management Team Anchors
- Schedule and conduct quarterly collaboration and networking opportunities with local FCC operators in their service area.
- Share with Project Manager, Management Team Anchors and Agency Supervisor regional team feedback, successes, concerns, local trends, etc.
- Support research, study, or survey opportunities through the project or other NC collaborative partners as identified by the Project Manager
- Support TA and PD skill building opportunities for themselves and regional team members, as identified.
- Document work activities and submit required reports and data to Agency Supervisor, Project Manager and Management Team Anchors
- Provide feedback from regional activities to inform continued work to support FCC operators.
- Attend statewide FCC team meetings, trainings, events as required by Project Manager in coordination with Agency Supervisor
- Attend agency meetings, trainings, events as required by Agency Supervisor in collaboration with Project Manager
- Support both the Agency and the Statewide FCC Project as identified in the Scope of Work
- Other duties as assigned to fulfill contractual requirements.

TEAM RESPONSIBILITIES

- Attend all CCR&R staff meetings, DEPC staff meetings and retreats which may include an out-of-town retreat.
- Provides support to the Lending Library, as assigned.
- Represents the Down East Partnership for Children and CCR&R accurately and professionally in the community.
- Travels as needed to attend and to assist in providing training, presentations, etc.
- Identifies organizations with which to coordinate and share resources and develops working relationships with them.
- Advocates for quality child care and other support services for families and children
- Assists with all child care provider recruitment activities.
- Involved with Community Outreach/Business Outreach
- Involved in national, local agencies, organizations or civic groups promoting DEPC.
- Trained in Playground Safety Practices
- Other duties as may be assigned by the CCR&R Provider Services Program Manager, DEPC Executive Director and/ or Program Director

SPECIAL SKILLS:

- Problem solving – the individual identifies and resolves problems in a confidential and timely manner and gathers and analyzes information skillfully.

- Interpersonal skills – the individual maintains confidentiality, remains open to others’ ideas, exhibits willingness to try new things and collaborates well with a team that values diversity.
- Oral Communication – the individual speaks clearly and persuasively in all situations, demonstrates presentation skills when providing information in meetings.
- Written Communication – the individual edits work for spelling and grammar, presents numerical data effectively and can read and interpret written information.
- Planning/Organizing – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality Control – the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality.
- Adaptability – the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays, or unexpected events.
- Dependability – the individual consistently completes work assigned, meets deadlines, follows instructions, responds to supervision, and solicits feedback to improve performance.
- Safety and Security – the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.
- Effective oral and written communication skills with internal and external clients
- Technology experience: knowledge of Excel, Access, Word, PowerPoint, web-based meeting/training/data collection platforms, etc. with ability to adapt to master new programs.
- Lead collaborative teams effectively.
- Demonstrate and actively pursue additional learning opportunities related to diversity, equity, and inclusion.
- Build rapport with FCC ECE collaborators.
- Attention to detail with ability to maintain accurate documentation of activities.
- Ability to manage work and meet required deadlines.
- Ability to prioritize work to balance duties.
- Working knowledge of NC CCR&R System

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- Minimum of a bachelor’s degree in early childhood education or related field and minimum of two years’ experience in early childhood education with NCICDP Level 11 Certification
- Have or will obtain (within 18 months of being hired) a Technical Assistance/ Professional Development Endorsement through the NC Institute for Child Development Professionals
- Proficient in current NC Child Care Licensure Rules & Regulations.
- Completed training and demonstrated competence with Family Child Care Home Environmental Rating Scales preferred.
- Experience in leading/supporting collaborative teams is preferred.
- Previous experience as a Family Child Care educator or experience in supporting Family Child Care educators preferred.
- Computer skills and knowledge or adaptability to learn and master multiple software applications.

SPECIAL WORKING REQUIREMENTS:

- An automobile at their disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage (reasonable accommodations may be made at agency's discretion)
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- Extensive travel throughout the region and some state-wide travel
- No substantiation or criminal conviction of child abuse or neglect
- Requires the need for flexible schedules, including occasional evening and weekend work
- Must be able to share resources with co-workers at various locations
- May work in shared space or at home.