

**Position:** Early Care & Education Specialist

**Reports to:** Early Care & Education Initiatives Program Manager

**Purpose of Position:** The Specialist is responsible for supporting childcare providers in offering high-quality care for children and families with a primary focus on quality initiative programming, technical assistance/coaching interactions, conducting research-based assessments and delivering professional development training events.

**Status:** Non-exempt

**Salary Range:** \$40,000 to \$50,000

## Duties and Responsibilities

### **Conduct the work necessary to carry out goals and outcomes including, but not limited to:**

- Recruit, enroll, and support childcare programs in quality initiative programs.
- Use tools to assess childcare programs.
- Engage and support childcare programs in activities, including distribution of resource library materials.
- Provide technical assistance/coaching and mentoring to childcare providers, using a strengths-based, provider led approach that supports the completion of program objectives.

### **Ensure data accuracy by completing the following activities, but not limited to:**

- Maintaining records in WorkLife Systems (WLS) related to training, technical assistance, and other activities.
- Report assessment results for the purpose of evaluating activities to meet goals and objectives.

### **Deliver professional development training events to childcare providers to improve their skills and knowledge.**

- Provide/lead events using a variety of delivery modes including in person, virtual and blended hybrid models.
- Implement and facilitate best practices that support all adult learning styles.

### **Participate in meetings, trainings and conference calls to support communication, goals and outcomes including, but not limited to:**

- Participate in Child Care Aware® of Kansas meetings/conferences.
- Complete annual professional development to keep current with best practice and research in the field of early childhood development.
- Complete CLASS Infant, Toddler and Pre-K Certified Observer Training.
- Participate in community engagement meetings as assigned.

### **Participate in a variety of meetings to ensure communication and tasks are completed.**

- Communicate regularly with Supervisor.
- Attend other meetings as assigned (All staff, team meetings etc.).

### **Provide outreach technical assistance to childcare providers throughout the service delivery area.**

- Assist currently licensed childcare providers by providing guidance/modeling using Kansas childcare licensing standards and best practices in early childhood settings to support high-quality care.
- Assist new licensed childcare providers by providing guidance on supporting their business practices.

- Assist unregulated individuals currently caring for children and/or those interested in starting a childcare business.

**Complete required Child Care Aware® of Kansas employee reports and duties in accordance with organizational policies, including but not limited to:**

- Timesheet, monthly credit card report, car maintenance report, and employee expense report, etc.

**Distribute consumer education materials to promote and inform childcare providers, families, and community partners about early childhood development and quality childcare.**

**Education:**

Bachelor's degree in early childhood, Child Development, Human Services or related field preferred. A minimum of an associate degree with 2 years work-related experience in early childhood required.

**Experience:**

- Proficient in using Word, Excel, Power Point, and other Microsoft Office based software.
- Experience in nonprofit environment preferred.
- Familiarity with Survey Monkey, TEAMS, Zoom, and other internet communication technology preferred.
- Working knowledge of the Environment Rating Scales Assessment tools (FCCERS-R, ITERS-R and ECERS) and/or CLASS tools and/or ASQ-SE2 and ASQ-3 Questionnaires preferred.
- Experience providing and facilitating group meetings and activities preferred.
- Experience conducting professional development events for childcare providers preferred.

**Special Knowledge and Skills:**

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Strong organization and time management skills, with ability to work independently and collaboratively.
- A passion for increasing the quality of childcare for children and their families.
- Ability to adapt to changing situations and priorities.
- Effective listening and problem-solving skills.
- Excellent oral and written communication skills (in person and in virtual delivery modes).
- Knowledgeable of adult learning styles.
- Ability to complete tasks in a timely manner and to multi-task.

**Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner
- Willingness to work flexible hours, including some weekend, evening, and overnight travel.
- Valid Kansas driver's license

*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*Together, we can do better. Child Care Aware of Kansas is committed to:*

- *Creating a diverse environment and is proud to be an equal opportunity employer.*
- *Complying with all fair employment practices regarding citizenship and immigration status.*
- *Attracting and retaining a diverse staff – we will honor your experiences, perspectives, and unique identity.*

Disclaimer: The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.