

**Position:** [Links to Quality Consultant](#)

**Reports to:** [Links to Quality Program Manager](#)

**Purpose of Position:** Delivers services that support and assist Early Childhood Care and Education (ECCE) Professionals to improve childcare program quality: Consultants will focus on assessment, review, and achievements of Early Childhood Care and Education Professionals. Assists L2Q participants in creating provider-led quality improvement goals that focus on evidenced bases business practices, while building on ECCE professionals' successes, provide opportunities through support networks, workshops, group technical assistance, and personalized coaching to increase quality of care.

**Status:** Exempt

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

#### **Duties and Responsibilities**

- Promotes and supports the Early Childhood Care and Education workforce in Kansas.
- Promotes professional growth of ECCE professionals through consultation and technical assistance, as they progress through the L2Q-QRIS process.
- Assists in the creation, delivery, and follow up of L2Q Workshops.
- Assists with the development of benchmarks and indicators that make up the Links in the L2Q - QRIS through feedback and discussions.
- Stays current on research, practices, and policies regarding program administration, health, and safety, learning and development, family partnerships, and other topic areas as they apply to the ECCE field.
- Will research grant opportunities with government agencies and various community entities.
- Demonstrates flexibility in hours and days of service (i.e., offers nontraditional days and hours to meet the needs of early childhood care and education professionals.)
- Communicates effective outreach methods effectively in ways that meets the needs of the individuals within the child care workforce in Kansas.
- Uses multiple methods to promote opportunities for learning that are available to child care programs.
- Utilizes professional language regarding the early childhood workforce.
- Collaborates with other agencies and organizations who provide training and/or technical assistance to improve consultant's own practices and skills.

### **Education:**

- At minimum, an associate degree with five (5) years' experience in Early Childhood or a related field or a bachelor's degree with two (2) years' experience in Early Childhood or a related field.

### **Experience:**

- **Content Knowledge:** An understanding of cross-sector program indicators and requirements.
- **Planning Expertise:** Ability to develop a logical, sound plan that adequately and efficiently addresses program and provider needs, while meeting funder's expectations.
- **Process Expertise:** Ability to plan, coordinate, conduct/facilitate in-person meetings, virtual meetings, and workshops.
- **Topical Expertise:** Knowledge of Links to Quality content, the ability to interpret and provide Technical Assistance (TA) to support Quality Improvement Plan requirements.
- **Collaboration Expertise:** Ability to identify provider needs, assist them in setting goals while accessing community and/or state resources to meet their needs/goals.
- Ability to work independently as a self-starter.

### **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.
- Effective listening and problem-solving skills.
- Excellent oral and written communication skills (in person and in virtual interactions).
- Ability to complete tasks in a timely manner.
- A passion for increasing the quality of child care for children and their families.
- Ability to adapt to changing situations and priorities.

### **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.
- Remote position in Kansas

**EEO Statement**

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.