



## Internal Posting Job Opportunity: Early Care & Education Specialist

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The Early Care & Education Specialist will provide coaching/mentoring to child care professionals referencing a variety of early childhood best practice standards; serve as an observer/assessor of child care environments and adult/child interactions; and deliver professional development events for child care providers.

For almost 30 years, Child Care Aware of Kansas has been working hard to develop programming and build systems that support young children, families, child care providers, and communities. Each team members' workday is different and packed full of opportunities to contribute to our mission: *High-quality early education is available to all Kansas families and children.*

If you think you'll enjoy connecting with child care providers in Western and North Central Kansas about all aspects of a child care day – helping them to build skills and knowledge and meet their quality improvement goals - then consider the Early Care & Education Specialist position at Child Care Aware of Kansas!

### Educational Requirements

Bachelor's Degree in Early Childhood, Child Development, Human Services or related field preferred. A minimum of an Associate's Degree with 2 years' work related experience in early childhood is required.

Proficiency with Word, Excel, PowerPoint, providing/facilitating group activities and professional development events are all a plus. 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 are desired.

### Location

To be determined (could be in office, remote or a mix of both location options). Must reside in Kansas. Postings will be activated in Salina, Hays, Great Bend, Garden City & Colby. One position will be filled.

The position is full-time. Office hours will be determined by project/participant needs but will most generally be between 8am-5pm, Monday through Friday. There will be times when it is necessary to work outside regular office hours, weekend days, or maybe longer than 8-hour days. Regular travel is required. A vehicle for travel related duties is available or mileage reimbursement will be provided. The successful candidate must have a valid Kansas driver's license. Benefits include: employee paid health, dental insurance, Cafeteria Plan, Simple IRA, vacation/sick leave, and more. Ability to occasionally travel overnight and some evening/weekend hours are required to fulfill work responsibilities.

### To Apply

Send cover letter and resume to:

Child Care Aware® of Kansas

Human Resources

1508 East Iron

Salina, KS 67401

Or: [angie@ks.childcareaware.org](mailto:angie@ks.childcareaware.org)

Or: Fax to - 785-823-3385

For more information, please visit our website: [www.ks.childcareaware.org](http://www.ks.childcareaware.org)

*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.*
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**Child Care Aware® of Kansas** is a non-profit organization that serves as administrator to the statewide child care resource and referral (CCR&R) network in Kansas. The organization serves all 105 counties by:

- ensuring that **families** have access to affordable, high-quality child care across the state - through child care referrals and consumer education;
  - supporting four regional CCR&Rs who work locally to support **child care providers**, programs and early learning staff - through statewide quality initiatives and professional development events;
  - and being actively involved in both state and national advocacy efforts that work for positive changes that impact Kansas **communities**.
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