

Partnership For Children of Cumberland County, Inc.
Fayetteville, NC

Position Description Plan
Job Description

Title of Position: **Early Childhood Consultant**

Hiring Range: \$32,145 - \$36,162

Supervisor's Name and Title:

Early Childhood Coordinator

FLSA Status:

Regular, Full Time

Date of Next Review:

Primary Purpose of Position:

The Early Childhood Consultant manages an assigned caseload of childcare facilities to improve child care environments and practices through technical assistance and training. The Early Childhood Consultant transfers knowledge into practice through relationship building, observing, assessing, monitoring, mentoring, consulting, coaching and training Early Care and Education Professionals (ECEP). The Early Childhood Consultant works collaboratively with the ECEPs to develop specific objectives and goals to improve the quality of early care and education. Additionally, the Early Childhood Consultant addresses corrective action requirements and assists child care facilities with achieving licensing compliance.

Duties and Responsibilities

Technical Assistance:

- Maintain an assigned caseload of childcare providers through the provision of technical assistance, training and regularly scheduled communications.
- Conduct activity designed childcare facility needs assessments upon request for technical assistance.
- Develop action plans specific to the needs of each childcare facility as identified through the needs assessment findings.
- Conduct individual classroom observations, assessments and evaluations using research based assessment tools such as the Environment Rating Scales and the Classroom Assessment Scoring System.
- Conduct facility assessments using research based assessment tools such as the Program Administration Scale and the Business Administration Scale.
- Facilitate the collaborative development of quality improvement plans and systems for quality maintenance.

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- Provide guidance and support to ECEPs as it relates to developmentally appropriate practices and early childhood curriculums.
- Provide guidance and support to ECEPs participating in specifically designed pilot, incentive or grant projects.
- Document technical assistance services both in writing and electronically in the activity database and maintain programmatic records.
- Provide guidance and support to ECEPs as it relates to compliance with North Carolina Child Care Licensing Rules and Regulations to include Corrective Action Plans and Compliance Improvement Plans.

Training:

- Develop high quality early childhood trainings using a standardized format and when applicable adhere to the International Association of Continuing Education and Training (IACET) guidelines.
- Organize the training environment to optimize learning.
- Develop and clearly communicate training objectives to learners.
- Use technology to develop a variety of teaching aids.
- Present information clearly and accurately.
- Engage adult learners by using a variety of teaching strategies that address all learning styles.
- Develop tools to measure training outcomes.
- Ensure all training documentation is collected and submitted to the appropriate staff person.
- Enter all training related data into the appropriate database when appropriate.
- Acquire and maintain the needed credentials to provide specific training topics and present a variety of training formats.

Early Childhood Community Representative:

- Assist in recruiting childcare facilities for services.
- Participate in information sessions informing the childcare community of the services available to them through the Partnership.
- Contribute information to the regional newsletter.
- Maintain professional memberships in local, state, and national organizations.
- Serve on committees and volunteer with various community organizations with the approval of the supervisor.
- Meet regularly with DCDEE Licensing Consultants in a joint collaborative effort to ensure participating childcare providers are successful in increasing or maintaining their star rated license.
- Participate in community events as directed by the supervisor.

Accountability and Quality Assurance Support:

- In coordination with the Planning, Development and Communications Unit (PD&C), input programmatic data into the Grants Evaluation Management System (GEMS).
- When applicable, provide, enter and maintain programmatic data for data collection in databases and/or spreadsheets outside of GEMS.

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- Prepare written reports as directed by the supervisor.
- Work with the Family Support Unit by providing listings of all childcare facilities with an open investigation case.

In addition:

- The Early Childhood Consultant must be proficient and reliable in early childhood rating scales.
- In the event the Early Childhood Consultant possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.
- The Early Childhood Consultant will attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.
- It is the responsibility of all staff to contribute to the positive work environment at PFC.
- PFC staff may work multiple grant activities: Time worked will be allocated as appropriate.
- PFC staff may work in other counties at the direction of the PFC President or designee; Time worked will be allocated as appropriate.
- PFC employees will abide by the PFC policies and procedures and confidentiality statement in regards to working with sensitive information.
- The Early Childhood Consultant is responsible for other duties as assigned and tasks may vary depending on the assigned unit.

ESSENTIAL FUNCTIONS :(4)

Non-Supervisor

1. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; refers concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times.
2. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to immediate supervisor.
3. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources.
4. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others.
5. Assumes responsibility for managing personal time/schedules/deadlines; advises immediate supervisor of any conflict which may inhibit the organization's obligations; observes established rules/policies/procedures.
6. Communicates ideas/information for improving efficiency/procedures/cost control.
7. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions

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to the unit/ organization.

8. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position.
9. Interacts with other departments/providers to assure information that affects the organization is communicated to the proper recipients.
10. Acknowledges and abides by all PFC established policies and procedures.

Knowledge, Skills, and Abilities:

1. Knowledge of early childhood rating scales, early childhood education, applicable NC and national child care licensure, registration, and accreditation rules and regulations.
2. Ability to make decisions and to take action within the boundaries of the position;
3. Capacity to accept and follow through on assigned responsibilities with minimal guidance;
4. Ability to establish and maintain effective working relationships with Board and/or Committee members, supervisors, peers, child care providers, parents, community agencies, and other resources;
5. Ability to maintain confidentiality of information in the performance of duties;
6. Possesses strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency;
7. Ability to communicate and express ideas clearly and concisely, verbally and in writing, and to plan and execute work effectively within a specified time frame;
8. Ability to foster an environment that minimizes consequential errors;
9. Superior organizational skills, with capacity to provide assistance in educational program development and evaluation; demonstrates ability to perform rating scale and technical assistance visits;
10. Superior data entry and computer database maintenance skills; works competently with the computer and related software, calculator, telephone, copy machine, and other equipment, as required.
11. Ability to carry out functions with minimal supervision.

Education and Experience - Minimum Requirements:

1. Bachelor's Degree in Early Childhood Education or related field plus or including at least 18 birth to five focused semester hours.

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2. Must have an Early Childhood Education Certification of 11 (or higher) on the Early Care and Education (ECE) Scale or School Age (SA) Scale.
3. Have a minimum of one year of experience as a TA practitioner in the early care and education and/or school age setting and at least two years' experience working directly with children in a teaching or administrative capacity.

OR

4. At least five years of experience as a TA practitioner with less than two years' experience working directly with children in a teaching or administrative capacity.
5. Valid driver's license.

Physical Requirements:

The Early Childhood Consultant must be able to perform *Essential Functions* of the position.

Employer's Rights: This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

Created /Evaluated		
Revised	July 1, 2010	
	Oct 2017	Added NCPC Education/Certification Requirements
Re-evaluated	February 2013	