

## **Chowan/Perquimans Smart Start Partnership**

### **Job Description for Early Childhood Learning Director (Child Care Resource & Referral (CCR&R) Director)**

**Position Summary:** Responsible for administering the Child Care Resource & Referral, Project EDU, and Triple P Programs. Assists with parent services, provider services, data management, and community outreach. This position reports to the Executive Director

**Qualifications:** Required – B.S. degree in child development, early childhood education, child psychology, human services, or other directly related field, plus at least two years experience working with early childhood professionals. Ability to establish rapport with child care providers, parents, and community partners. Good oral and written communication skills. Computer literacy. Reliable automobile at his/her disposal and a valid North Carolina driver's license.

#### **Job Responsibilities:**

- **CCR&R Services including:**
  - Provide professional development support with coordination of training on child-care related topics, including workshops and CEU options.
  - Provide Technical Assistance to childcare providers.
  - Data collection and analysis.
  - Quarterly preparation of Smart Start & DCDEE reports.
  - Maintain organization's membership in National Association for the Education of Young Children (NAEYC)
  - Recognize and facilitate opportunities to build collaborative relationships and community capacity. Will provide public awareness information and materials regarding early childhood issues, promotion of Partnership programs, and should seek outreach opportunities with local businesses and other agencies.
- **Project EDU Services including:**
  - Create and update Professional Development Plans with facility administrators and individual early childhood professionals to help them plan for increases in staff education and licensure status.
  - Program components include: (1) Education Lift-off - early learning professionals willing to sign up with the Teach Associate Degree program may apply. Education Lift-Off is a one-time award. (2) Super 7 - Child Care Facilities must have 7 lead teacher education points in order for individual teachers to be eligible. Financial incentives for teachers in licensed programs who have attained higher education in Early Childhood. (3) Take 6 – financial incentives for teachers who have taken at least 6 credit hours in early childhood education or classes leading to a degree in early childhood education or early childhood development. Participants must have passed with a grade “B” or higher in order to be eligible to participate. (4) High 5 – financial award to participants eligible

## **Chowan/Perquimans Smart Start Partnership**

### **Job Description for Early Childhood Learning Director (Child Care Resource & Referral (CCR&R) Director)**

for Take 6, who are employed at a 5 star facility at the date of application and disbursement.

- **Triple P Services including:**
  - Provide parental support through the Triple P program using the following models: Primary Care, Stepping Stones, Seminars, Discussion Groups, and Teen; depending on the needs of the family and referral agencies.
  
- **BABY (Birth and Beginning Years) Services including:**
  - Serve as a back-up facilitator for the program as needed.
  
- **Other**
  - Participate in trainings and professional development opportunities sponsored by NCPC, DCDEE, or other entities that are deemed important to the function of the job.
  - Provide assistance at community and agency led events.
  - Represent the Partnership to the community in a positive and appropriate manner.
  - Be a team player and assist in supporting other staff and programs when needed.
  - Be flexible and adjust work schedule, as needed, based on program needs and office schedule.
  - Any other projects, tasks, or assignments considered necessary as assigned by the Executive Director.