

Job Title: School Readiness Consultant/ Infant & Toddler Specialist

Category: Education Program

Status: Exempt

Salary: Class 2, \$38,000-60,800 (hiring range \$38,000-41,800 based on education & experience)

Includes benefit allowance, paid vacation, holidays and sick leave.

Description: This position reports to the ACECC Executive Director.

General Statement of Job:

Under the direction of the Executive Director, the full-time School Readiness Consultant/Infant & Toddler Specialist represents the Arapahoe County Early Childhood Council with a commitment to reflect excellence and professionalism in contact with Council Partners, individuals in the community including parents, early childhood professionals, board members, vendors, news media and specifically parents of young children. This position is responsible for consultation to childcare providers employed in home and center environments to assist in quality improvement and responsible for providing training specific to Infant & Toddler care. The School Readiness Consultant/Infant & Toddler Specialist is responsible for the creation of internal documents as well as the coordination and implementation of existing quality improvement plans in conjunction with the program staff & director, the School Readiness Team, the Professional Development Coordinator and partnering professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Serve as the primary consultant for identified classrooms; partner with the evaluation professionals, state licensing specialists, other ACECC consultants, program staff, and parents to determine targeted improvements.
2. Address and improve the quality of care by: helping providers develop and implement an improvement plan; bringing needed resources to provider, including health and safety resources; modeling quality adult-child and adult-adult interactions; and helping providers problem solve in order to accomplish targeted improvements.
3. Address and improve the ability of providers to impact school readiness by: providing providers with public school readiness standards and information to guide curriculum and programming; providing consultation around specific school readiness standards, especially early literacy; and providing training specific to social and emotional development.
4. Help program staff identify children with emotional, behavioral, mental health, and developmental needs that put them at risk for expulsion, and support effective inclusion with resources, referrals, coaching, education and modeling as well as linking families and care providers with resources.
5. Provide instruction and coaching in Expanding Quality in Infant & Toddler Care (EQ) curriculum.
6. Serve as stewards of resources to improve the quality of the settings, and facilitate the purchase of equipment and materials based on improvement strategies.
7. Conduct Environment Rating Scale Assessments in classrooms and/or family child care homes.
8. Data Collection.

Required Qualifications

- Strong knowledge of and experience in early care and education, specifically with infants and toddlers.
- At least a Bachelor's Degree and two years' experience in a related field
- Proficiency in MS Office and Outlook
- Excellent organizational skills
- Facilitation skills
- Excellent written and verbal communication skills
- Ability to work on a team

Desired Qualifications

- Experience in early care and education quality building initiatives
- Degree in early childhood or closely related field
- Experience in providing consultation and services in everyday routines in childcare settings
- Experience with Environment Rating Scales and Quality Assessments with Programs (such as Qualistar, NAEYC)
- Bilingual

Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment connected to the position.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge:

Knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, Outlook and PowerPoint).

Knowledge of modern office terminology, procedures, equipment and records management.

Knowledge of general math, bookkeeping and English composition.

Knowledge of early childhood programs and operations.

Knowledge of policies and procedures.

Knowledge of office standards, office protocol, professional attire, ethical behavior in the work environment.

Skills:

Requires a high level of interpersonal skills to handle sensitive and confidential situations.

Position continually requires demonstrated poise, tact and diplomacy.

Requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple, competing tasks and demands.

Requires skill in typing accurately at a high rate of speed.

Requires skill in accurately taking and transcribing minutes.

Requires skill in operating modern office equipment.
Requires skill in efficient office management, including filing and records management.
Requires skill in effective oral and written communication.
Requires skill in coordinating multiple tasks to meet deadlines.

Abilities:

Must be able to interact and communicate with individuals at all level of the organization.
Must be able to work independently and as an integral part of a small management team.
Must be able to gather and summarize data for reports, find solutions to various administrative problems and prioritize work.
Must be able to understand and follow complex oral and written directions.
Must be able to establish and maintain effective working relationships with other employees, executives, Council Partners, and the general public.
Must be able to work well under pressure in a constantly changing environment.
Must be able to exhibit diplomacy and the highest ethical standards in all matters.
Must be able to compose and prepare complex correspondence, reports and minutes.
Must be able to express oneself clearly and concisely.
Must be able to discretely handle confidential information.
Must be able to handle multiple tasks simultaneously.
Must be able to make independent decisions and work with minimal supervision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in an office setting with in-person and telephone contacts and may involve frequent interruptions. The noise level in the work environment is generally moderate. Work may require attendance at evening or weekend meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Expectation of All Employees

Support the Council's mission and vision by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for others, commitment, accountability and ownership.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs and requirements to the job change.

Publication Date: July 21, 2009

Closing Date: August 6, 2009

Please send a Letter of Interest and current resume to Gretchen Davidson, ACECC, 6860 S. Yosemite Ct. Suite 1100, Centennial, CO 80112, or by email to gretchen@acecc.org
Please no calls. Email questions to gretchen@acecc.org