

CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

Birth to Three Specialist

Job Description

Purpose:

To promote quality childcare for infants and toddlers in Region 13 (Chatham, Lee, Harnett, Johnston, and Wayne counties) through mentoring and training of childcare teachers.

Description:

Under the supervision of the Child Care Resource Manager, the Birth to Three Specialist works to promote quality child care for infants and toddlers in Region 13 (Chatham, Harnett, Johnston, Lee, and Wayne Counties) through Practice-Based Coaching, mentoring, and training of child care teachers. This position serves a five-county region and will work collaboratively with local Partnerships for Children and Child Care Resource and Referral Agencies in Chatham, Harnett, Johnston, Lee, and Wayne Counties. ***Candidates for this position must be willing and able to travel to all five counties in the service area.***

This position also works collaboratively with and receives direct guidance and support from the statewide Birth to Three Quality Initiative Management and other Birth to Three Specialists across the state.

The NC Birth to Three Quality Initiative (or B-3QI) Specialist will provide hands-on individualized and tailored support (technical assistance) for providers and administrators that includes: building positive relationships with children, families and co-workers; creating environments to support social-emotional development and the developing capacity of infants and young children to form close and secure relationships, regulate and express emotion, and explore their environments and learn social skills; implementing best practices for infant and toddler group care every day that creates the quality of care that provides solid foundations for infant and toddler development; and providing support for developmental monitoring and screening.

We use a Practice-Based Coaching (PBC) framework that involves building partnerships and shared goals with infant and toddler teachers and administrators to help them plan for and achieve best practices.

Duties and Responsibilities:

- Provide onsite and/or virtual Practice-Based Coaching to teachers of children ages birth to three years, and administrators employed in licensed early care and education facilities across Region 13 (number of visits as specified in region's contract).
- Create professional growth and development plans and support achievement of established goals with all PBC participants

- Provide professional development on Infant/Toddler Safe Sleep and Sudden Infant Death Syndrome (ITS-SIDS). Courses should be offered in Region 13 no more than once per month.
- Promote and recruit for all B-3QI projects including, but not limited to, cohort-based learning, Monthly NC Birth to Three Connect and Chat Forums, project newsletters Practice-Based Coaching, Mentoring, and New Infant Toddler Teacher Orientation (NITTO).
- Participate and attend meetings or trainings and assist with special statewide team projects as directed by the project management.
- Work collaboratively with DCDEE regulatory staff, other TA personnel in the region, other agencies and groups working on issues related to quality infant toddler care, as well as the state team of B-3 Specialists and project management to achieve goals of the project and ensure successful evaluation.
- Complete training and certification, if applicable, in ITERS-3, FCCERS, PITC, and Infant and Toddler CLASS and participate in other professional development activities as directed by the project manager within the constraints of the budget.
- Participate in the project evaluation and planning, including data collection, data reporting, and pre/post assessments on CLASS and/or ITERS-3.
- Participate in agency staff meetings and community events and needed and available.
- Other duties as required by funder or as assigned.

Qualifications/Requirements:

- Bachelor's degree in Early Childhood Education or Child Development, with coursework specific to birth to five; Master's degree preferred.
- Five years of experience working with infants and toddlers, their families, and/or child care programs serving them
- Early Educator Certification Level 11 or Higher, or sufficient qualifications to attain this level soon after employment
- High level of knowledge about child development ages 0-3, quality child care and early education
- Skilled in training and coaching adults, particularly through a practice-based coaching model
- Computer proficient
- Able to communicate respectfully and effectively with providers of diverse needs and backgrounds
- Ability to manage time, set priorities, meet deadlines, follow-up and plan the workflow.
- Valid driver's license and reliable transportation, as this position is required to provide in-person services over a large region encompassing 5 counties (Chatham, Harnett, Johnston, Lee, and Wayne counties)

SUPERVISION: Reports to the Child Care Resources Manager

PHYSICAL REQUIREMENTS:¹

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
 - Periodically required to stand; walk, stoop, kneel.
 - Occasionally required to lift up to 25 pounds.
 - Routinely required to drive a vehicle for business travel and must have a valid NC Driver's License with less than 4 points.

- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.
- Travel and some evening and weekend work will be required.

Position Status: Regular, Full-time

Classification: Grade 18, Exempt (40 hours per week; this position can be based out of a home office), BENEFITS ELIGIBLE.

Salary Range: \$ 48,896 Hiring Rate, minimum experience and education
\$ 51,341.00 to \$53,401.00, based on experience & qualifications

¹ Reasonable accommodation will be provided when needed for an otherwise qualified candidate to perform the essential functions of this position.