

CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

PROVIDER SERVICES COORDINATOR

Job Description

Purpose

To coordinate and provide professional development opportunities and technical assistance to early childhood education professionals in Chatham County and as needed in surrounding counties.

Essential Responsibilities

1. Plan and provide high-quality professional development opportunities, including the annual Early Educator Conference, to early childhood educators working in Chatham County licensed facilities and as needed in surrounding counties.
2. Provide on-site technical assistance and coaching to early childhood educators working in licensed centers, homes, and preschools in Chatham County, resulting in the increased use of evidence-based, evidence-informed teaching practices and to promote best practices for quality care.
3. Build and maintain relationships with early childhood educators working in Chatham through regular communication and provision of ongoing support regarding child care regulations, training opportunities, child care quality, and other issues impacting early childhood education.
4. Communicate and coordinate activities with the local DCDEE licensing consultant, other state & local regulatory officials, and others providing technical assistance to early childhood educators in Chatham County.
5. Collect data, maintain adequate documentation of services, and complete quarterly reports on services provided on behalf of the Partnership's child care resources team.
6. Provide information and/or technical assistance and support to individuals interested in opening a licensed child care program (center-based or home-based) in Chatham County.
7. Maintain current knowledge about child care regulations, evidence-based/evidence-informed practices, and quality initiatives and share this information with agency staff, child care administrators, and early childhood educators.
8. Represent the Partnership on various community initiatives as assigned (such as Chatham Health Alliance, Local Interagency Coordinating Council, Farm to Early Childhood Initiative, or others).
9. Participate in agency staff meetings and community events as needed.
10. Conduct all business activities in a quality professional manner; complete other duties as required by funder or as assigned.

Qualifications/Requirements

- Four-year degree in early childhood education or a related field
- Five years of experience in direct child care services
- Early Educator Certification Level 11 or Higher, or sufficient qualifications to attain this level soon after employment
- High level of knowledge about child development, quality child care and early education
- Experience and demonstrated competence in training and coaching adults
- Computer proficient
- Able to communicate respectfully and effectively with providers of diverse needs and backgrounds

SUPERVISION: Reports to the Child Care Resource 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.

- Extensive travel and some evening work will be required

Position Status: Regular, Full-time
Classification: Grade 15, Non-Exempt
Salary Range: \$ 37,201 Hiring Rate, minimum experience
\$ 39,062-to 41,015 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.