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Po Box 250 Webster, NC 28788 📍

Employment Opportunity – NC Family Child Care Technical Assistance Anchor

SALARY \$48,000-\$53,000 **LOCATION** Remote/Statewide

JOB TYPE Permanent, Full Time **DEPARTMENT:** CCR&R/NC CCR&R Family Child Care Project

Position Overview

This position will work in a team atmosphere with the CCR&R Statewide Family Child Care Project Manager and the CCR&R FCC Statewide support team to build and sustain a technical assistance system for staff who support FCC educators and will work collaboratively with other agencies and organizations to address the technical assistance needs of FCC educators.

Duties/Responsibilities:

- Support the technical assistance activities of the Statewide FCC Project Team as well as regional team extended support, in collaboration with Regional Consultants/coaches
- Attain and maintaining reliability for TA tools used by project
- Research, understand and support NAFCC Accreditation and Accreditation Observer criteria – work with team members who identify FCC operators interested in pursuing National Accreditation
- Create system of TA tools reliability for team
- Coordinate work to align TA support strategies with PD trainer events
- Identify, schedule and support TA skills development activities – paired with team members, individual consultation and field support
- Support team in identifying, creating and providing opportunities for FCC professionals to receive PD credit for countable TA
- Schedule and conduct team Community of Practice sessions based on identified needs
- Coordinate with SWCDC On-Demand platform to create technical assistance strategies that build on FCC specific coursework, aligned with learning outcomes
- Offer individual support to start-up and existing FCC (one-on-one sessions as requested) and link to local supports
- Assist in training team to support FCC Business TA
- Provide recommendations based on feedback from team members, peer mentors and FCC operators to inform FCC TA growth and new opportunities
- Attend meetings and assist with special projects as directed by FCC Project Manager



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- Understand NC licensing and programmatic requirements in the early care and education system in North Carolina, including from DCDEE and NCRLAP (FCCERS)
- Have familiarity with coaching, mindfulness, and resilience/trauma informed practice
- Treat all information on SWCDC clients, employees or board members in a confidential manner
- Fulfill all duties outlined in the contracted scope of work
- Other duties as assigned by FCC Project Manager or required by the NC DCDEE

Competencies:

An individual should demonstrate the following competencies to perform the essential functions of this position:

- Problem solving – the individual identifies and resolves problems in a confidential and timely manner and gathers and analyzes information skillfully
- Interpersonal skills – the individual maintains confidentiality, remains open to others' ideas, exhibits willingness to try new things and collaborates well with a team that values diversity
- Oral Communication – the individual speaks clearly and persuasively in all situations, demonstrates presentation skills when providing information in meetings
- Written Communication – the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information
- Planning/Organizing – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- Quality Control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Adaptability – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
- Dependability – the individual consistently completes work assigned, meets deadlines, follows instructions, responds to supervision and solicits feedback to improve performance
- Safety and Security – the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly



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Education and Experience:

Applicants must have at least a Bachelor's Degree in Early Childhood Education/Business Administration or a related field. Minimum of 3 years of experience in early childhood education with NCICDP Level 11 Certification and Technical Assistance Endorsement preferred. Applicants should be proficient in current NC Child Care Licensure Rules & Regulations. Computer skills and knowledge or adaptability to learn and master multiple software applications is a must. Completed training and demonstrated competence with the Family Child Care Home Environment Rating Scales preferred. Experience in leading or managing teams with an emphasis on skill development is preferred. Experience in supporting other ECE TA professionals is preferred. Previous experience as a Family Child Care educator or experience in supporting Family Child Care educators is a plus.

To apply, submit a SWCDC Application for Employment to Human Resources, Southwestern Child Development Commission (www.swcdcinc.org) or mail to: PO Box 250, Webster NC 28788. Applications may also be emailed to jobs@swcdcinc.org. Applications will be accepted until the position is filled. Only those applicants most qualified based on education and experience will be interviewed.

****SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***

