



CCRI Early Head Start – Child Care Partnership Education Specialist

Summary

Child Care Resources Inc. (CCRI) works with families and communities to ensure that all children have access to high quality, affordable early learning and age appropriate opportunities and experiences which enable them to succeed in school and in life. This position provides technical assistance to teaching staff by implementing and demonstrating hands-on techniques in working with young children; helps develop developmentally appropriate learning environments and helps monitor the staff's implementation of educational training plans.

Essential Functions

1. Plans and coordinates with CCRI Early Head Start – Child Care Partnership staff comprehensive pre-service and in-service staff development activities.
2. Assists with the development of and the implementation of a comprehensive education and child development plan that meets the definition of curriculum.
3. Assists with staff training on age and developmentally appropriate environments, child development theories, curriculum, materials and equipment for all classrooms and centers including playgrounds.
4. Assists in the development and implementation of an on-going education training plan that incorporates theories and principles of child and adult education and quality child development practices.
5. Provides and monitors technical assistance and follow-up support provided to teaching staff.
6. Models best practices for early childhood development and school preparedness within the classroom for teaching staff, volunteers and parents.
7. Observes teaching staff and give formal feedback to Center Supervisors.
8. Provides opportunities for staff to observe and work in teams.
9. Learns and adheres to the Head Start Performance Standards, North Carolina licensing requirements and the guidelines of the National Association for the Education of Young Children (NAEYC) and incorporate into programming.
10. Acts as a role model for teachers and teacher assistants in the area of professionalism.
11. Works with teaching staff to problem-solve and implement solutions as related to quality.
12. Compiles data for Early Head Start assessment child outcomes.



13. Evaluates classroom environments and activities through frequent periodic informal observations and provide feedback and areas for improvement to Center Supervisors regarding classroom programming; monitor quality control; evaluate and monitor improvements of teaching staff.
14. Assists in teaching qualifications.
15. Makes recommendations and requisitions for additional educational materials, supplies and equipment needed for the program and develop an improvement plan to address these needs.
16. Trains teaching staff on the use of the early childhood assessment tools.
17. Participates in a self-assessment process and engage in ongoing assessment of the quality of services provided by the education.
18. Maintains accurate records pertaining to teaching staff, classroom environments and playgrounds.
19. Attends selective workshops and conferences to increase knowledge regarding early education.
20. Supports and interprets CCRI objectives, concepts, goals, mission and programs.
21. Participates in training or other activities related to the job.
22. Performs other job-related duties as assigned by the Education Manager and Director.

Educational/Formal Training: A BA/BS degree in Early Childhood Education or advanced degree and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children. Obtains and maintains a current Early Educator Certification.

Work Experience: At least 3 years work experience, preferably in early childhood education or child development and/or experience working in a day care or preschool classroom. Must have experience working with children ages birth – 3 years

Requirements/Aptitudes: Ability to work with staff, parents, children and volunteers; ability to keep timely and accurate records; must maintain confidentiality of records and communications.

CCRI offers competitive salaries and a generous benefits package including health and retirement plans with an organizational match. To apply for a position, please forward resume, cover letter and salary requirements by mail to HR Manager, Child Care Resources Inc., 4600 Park Road, Suite 400, Charlotte, NC 28209, or send an email (with desired position in the subject line)

to: humanresources@childcareresourcesinc.org.

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