

**Chatham County Partnership for Children
Infant-Toddler Specialist**

Regular Full time (40 hours per week)

About us

Chatham County Partnership for Children is a publicly funded private nonprofit corporation with 25+ years of success leading early childhood education initiatives in Chatham County and the surrounding region. We are a strong organization with continuing government contracts to provide Smart Start, NC Pre-Kindergarten, and Child Care Resource & Referral. We also serve as a Sponsoring Organization for the Child Care and Adult Care Food Program (CACFP). We are in a growth phase due to surging interest in and awareness of the importance of quality early education. Our company offers excellent working conditions, a positive work environment, and growth opportunities.

Job Description

Under the supervision of the Child Care Resource Manager, the Infant Toddler Specialist works to promote quality child care for infants and toddlers in Region 13 (Chatham, Harnett, Johnston, Lee, and Wayne Counties) through 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 Infant Toddler Quality Enhancement Project Manager and other Infant Toddler Specialists across the state.

The Infant Toddler Quality Enhancement Project (or ITQEP) 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 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

1. Provide technical assistance through on-site visits and virtually in local child care settings to mentor and assist teachers to provide quality infant toddler care (number of visits as specified in region's contract).
2. Deliver infant toddler provider training across Region 13 within the constraints of the budget, including ITS-SIDS and infant toddler standardized offerings (number of training hours as specified in region's contract).
3. Incorporate *NC Foundations* and CSEFEL Pyramid Model content, as well as PITC, in all project services.
4. Encourage infant and toddler teachers to continue their professional development and provide information/encouragement to program directors to support this.
5. Attend meetings or trainings and assist with special statewide team projects as directed by the project manager.
6. 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 infant toddler specialists and project manager to achieve goals of the project and ensure successful evaluation.

7. Complete training in ITERS-R, FCCERS, PITC, and Infant and Toddler CLASS if not previously done, and participate in other professional development activities as directed by the project manager within the constraints of the budget.
8. Participate in the project evaluation plan, including data collection and quarterly reporting.
9. Participate in agency staff meetings and community events and needed and available.
10. Other duties as required by funder or as assigned.

Qualifications

- 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)

Position Status

Regular full-time, Grade 18, Exempt; 1.0 FTE (40 hours per week; this position can be based out of a home office), BENEFITS ELIGIBLE.

COMPENSATION (annual salary for 1.0 FTE)

Hiring Rate: \$43,065 with minimal education and experience

Salary Range: \$45,219 to \$53,401, based on education & experience

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Job Type: Full-time

Pay: From \$45,000 per year