

Child Care Connections of Cleveland County, Inc.

PO Box 1739

Shelby, NC 28151-1739

Regional Infant/Toddler Specialist

REQUEST FOR JOB APPLICATIONS

Child Care Connections of Cleveland County, Inc. , a Child Care Resource and Referral agency located in the western piedmont of North Carolina, is currently seeking applicants for the position of Regional Infant/Toddler Specialist.

Position Summary:

The Regional Infant/Toddler Specialist provides training, technical assistance, and support to child care providers serving children birth to age three to improve the quality and availability of infant/toddler care in Catawba, Cleveland, Gaston, and Lincoln counties. This position will be housed at Child Care Connections of Cleveland County, the Lead Child Care Resource and Referral Agency for Region 7 (Cleveland, Catawba, Lincoln, and Gaston counties). This person will be considered an employee of that agency and will report to the Executive Director of the agency and the NC CCR&R Infant/Toddler Statewide Project Manager.

Minimum Requirements for the Position:

- Bachelor's degree in Early Childhood Education or related field and three years of experience in direct service and management working with infants and toddlers, their families and programs that serve them.
- At least two years experience providing technical assistance to child care programs to increase their quality of care.
- Level 11 on the Early Educator Certification Scale with a Technical Assistance Endorsement through the NC Institute for Child Development Professionals.
- Program for Infant Toddler Care (PITC) certified or willingness/ability to successfully complete modules I-IV upon hire.
- Effective oral and written communication skills.
- Computer experience, knowledge or demonstrated ability to learn Microsoft Excel, Word, and PowerPoint.
- Attention to detail with the ability to handle a large volume of administrative work.
- Ability to independently manage a large caseload of technical assistance and trainings throughout the region.
- Ability to prioritize work and travel schedule to balance administrative duties, technical assistance and trainings.
- Ability to work well with diverse client populations.
- Must be able to pass the criminal background check with NC Division of Child Development and Early Education.

This is a grant funded position through the Division of Child Development and Early Education. Employment beyond the end of the grant is contingent upon continuation of funding.

Preferred Requirements for the Position

- Master's degree in Early Childhood Education or related field and two years experience in direct service and management working with infants and toddlers, their families and programs that serve them.
- Knowledge of environment rating scales (ITERS) and the Pyramid Model.

Special Working Requirements:

- An automobile at his/her disposal; valid non-suspended NC driver's license and a current automobile liability insurance policy with continuous coverage.
- Extensive travel throughout the four county region (Cleveland, Catawba, Lincoln, and Gaston) in addition to some statewide travel. Out of state travel may be required for staff development and certifications.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction for child abuse or neglect.
- Requires the need for flexible schedules, including evening and weekend work.

References from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market.

All interested applicants should submit a letter of interest and current resume by e-mail to director@ccchildcareconnections.org or by mail to Child Care Connections of Cleveland County, Inc., PO Box 1739, Shelby NC 28151 by October 1, 2019. A completed Child Care Connections of Cleveland County, Inc. application and official transcript may be required at a later date.