

We are now hiring

Req #224

Early Care and Education Specialist

Hourly RFT Date Posted: Tuesday, June 19, 2018



Community Action Partnership of San Luis Obispo County focuses on helping people and changing lives through serving 30,000 persons across 11 California Counties. We are committed to eliminating the causes of poverty by empowering low-income individuals and families to achieve self-sufficiency through a wide array of community-based collaborations and programs.

About the Job

Position Summary:

Under supervision of the Local Child Care Planning Council Manager, the Early Care and Education Specialist is responsible for providing support to Early Care and Education (ECE) sites participating in the San Luis Obispo County Quality Rating and Improvement System (QRIS), known as Quality Counts. The position will join the Quality Counts team to support selected programs in meeting their quality improvement goals.

Bilingual capabilities are preferred but not required.

Responsibilities and Duties:

1. Maintains certification in Quality Rating and Improvement System assessment tools
2. Conducts or assists with training presentations for child care providers to support quality improvement strategies
3. Provides onsite technical assistance and support to early care and education programs including family child care and center-based providers, participating in the QRIS
4. Collaborates with early care and education programs to develop and implement a Quality Improvement Plan
5. Attends collaborative meetings with early care and education programs
6. Completes monthly monitoring reports or coaching logs for assigned sites
7. Maintains and submits required documentation and reports
8. Provides technical assistance and career advice to the child care workforce
9. Develops and maintains positive, supportive relationships with child development staff
10. Perform related duties as assigned within the scope and skill level of this position.

Additional Responsibilities and Duties (Early Care and Education Specialist II):

1. Provides training and direction to Early Care & Education Specialist I, as requested.
2. Conducts certified trainings for Quality Rating and Improvement System assessment tools.

Minimum Education and Experience Requirements: Early Care & Education Specialist I:

- Bachelors' degree in Child Development, Early Childhood Education or related field
- Valid Child Development Permit
- Minimum of three years recent experience in Early Care and Education Programs
- Obtain and maintain reliability in standardized assessment tools
- Familiarity in Desired Results Developmental Profile (DRDP), Classroom Assessment Scoring System (CLASS), Environmental Rating Scales (ERS), Ages and Stages Questionnaire (ASQ), Social Emotional Foundations for Early Learning (SEFEL), etc.

Early Care and Education Specialist II:

- Certification in Desired Results Developmental Profile (DRDP), Classroom Assessment Scoring System (CLASS), Environmental Rating Scales (ERS), Ages and Stages Questionnaire (ASQ), Social Emotional Foundations for Early Learning (SEFEL), etc.

Other Requirements:

- Plan and present individual and group workshops on relevant child development topics based on program data
- Participates in substantial initial and ongoing professional development activities
- Accepts responsibility for assisting in planning and achieving team goals
- Effective written and verbal communication skills
- Knowledge of early childhood program assessment and observation tool
- Familiarity with Quality Rating and Improvement System (QRIS)
- Ability to take initiative, solve problems and work independently as well as part of a team
- Excellent organizational and time management skills
- Ability to learn new information quickly

Other details

Pay Type
Hourly

Min Hiring Rate
\$15.09

Max Hiring Rate
\$21.23

Location
Fiero Lane CCRC, San Luis Obispo, California,
United States of America



- Ability to type and perform clerical tasks, including the creation of work documents, data input and reporting
- Must be dedicated to the goals and objectives of the Local Child Care Planning Council and Quality Counts
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- Must be emotionally mature, stable, tactful and able to provide professional leadership.
- Employment is contingent upon meeting all job requirements and background requirements: TB clearance, criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. Employment is contingent upon receiving a clearance from appropriate authorities.
- Must have dependable, insured transportation and valid California driver's license (mileage will be reimbursed) and acceptable driving record. A DMV printout will be required.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times maximum safety to one's self, fellow employees and clients.
- Must be able to operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various audio-visual equipment as required; drive a vehicle to conduct work.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals and performance measures of the agency.
- Continued employment is contingent upon certification in QRIS assessment tools.

Physical and Environmental Requirements:

Position requires intermittent sitting, standing, walking, twisting, and bending. Must be able to lift 30 pounds. Simple grasping and hand manipulation required, as well as reaching above and below shoulder level. Requires working indoors in temperature-controlled environment with some exposure to copier and printer chemicals/fumes.

Community Action Partnership of San Luis Obispo County is an equal opportunity at will employer and does not discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, sexual orientation or national origin.

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