



Quality Care for Children Child Care Resource and Referral

It is the policy of Quality Care for Children that all employees shall receive an equal employment opportunity without regards to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

Job Title: **Early Care and Education Specialist**
Salary: Based on experience and education.

Specific Responsibilities:

- Coordinate and provide on-site technical assistance (observation and consultation) and group workshops for child care programs.
- Develop individual plan of improvement for each child care program in projects.
- Develop and/or provide training sessions based on needs identified within the community including parent information sessions and parent support meetings.
- Distribute grants to participating child care programs.
- Complete monthly reports.
- Participate in the planning and execution of community events.
- Meet all deliverables as assigned.

Qualifications:

- Degree in Early Childhood Education, Child Development, or related field (Bachelor required). Dedicated to on-going professional development.
- Georgia Approved Trainer, preferred. Please submit a copy of your training approval letter.
- Experience working in a child care settings.
- Strong organization skills, interpersonal skills, and communication skills (written and oral).
- Proficient in Word, Excel and PowerPoint.
- Knowledge of National Accreditation standards and assessment tools including the National Association for the Education of Young Children (NAEYC), National Early Childhood Program Accreditation (NECPA), Council on Accreditation (COA), and the National Association for Family Child Care (NAFCC).
- Knowledge of Bright From the Start regulations and Georgia State Funded Pre-K system.
- Valid driver's license and personal transportation required.
- Available to work occasional nights and weekends.
- Team player.
- Self-directed with the ability to work independently.