



Southwestern CHILD DEVELOPMENT COMMISSION



Excellence in Early Childhood Education
“Providing Quality Services for Young Children since 1972”

Employment Opportunity – CCR&R Region 8 (Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Polk, Rutherford, Swain, Transylvania Counties)

Family Child Care Regional Consultant

SALARY	\$47,000 - \$53,000 Annually	LOCATION	Hybrid Office/Remote
JOB TYPE	Permanent, Full Time, Grant Funded	DEPARTMENT	CCR&R

Position Overview

This position will be responsible for regional coordination of Family Child Care professional development and technical assistance support activities as a part of the NC CCR&R Family Child Care Project with the goal to stabilize the existing workforce and build capacity.

Duties/Responsibilities:

- Lead and support work in the region with Family Child Care operators
- Facilitate Family Child Care collaboration and networking opportunities
- Provide technical assistance
- Provide professional development
- Provide Professional Development and Technical Assistance in multiple modalities to meet Family Child Care operator needs
- Connect and collaborate with other CCR&R staff, as well as peer mentors, to create a multi-level relationship based, culturally and linguistically responsive support system
- Ensure equitable access to technical assistance and professional development opportunities that support Family Child Care operators individual needs
- Provide a flexible schedule to accommodate Family Child Care operators outside of their business day
- Work with Project Management Team to identify Family Child Care peer mentors
- Identify, support and prioritize Technical Assistance for potential/new Family Child Care operators
- Support the creation of a Family Child Care Regional Support Team
- Schedule and conduct quarterly regional team meetings
- Participate in and provide support for Family Child Care Peer Mentor scheduled activities
- Schedule and conduct quarterly collaboration and networking opportunities with local Family Child Care operators to elicit feedback to inform continued work
- Support Family Child care research, studies, or survey opportunities
- Build Family Child Care support skills through continuous professional development
- Encourage Family Child Care Regional Support team members to participate in continued professional growth opportunities
- Submit accurate, thorough, and timely work documentation and reports to meet project deadlines
- Attend mandatory project activities that will require some flexible hours, night and weekend work
- Support the Agency and the Statewide CCR&R Family Child Care Project as identified in the Scope of Work
- Other duties as may be assigned to fulfill contractual requirements and requests from funder

Education and Experience:

Applicants must have at least a Bachelor's Degree in Early Childhood Education or a related field. Minimum of 2 years of experience in early childhood education with NCICDP Level 11 Certification and Technical Assistance/Professional Development Endorsements preferred. Applicants should be proficient in current NC Child Care Licensure Rules & Regulations. Technology skills and knowledge or adaptability to learn and master multiple software applications is a must. Completed training and demonstrated competence with the Family Child Care Home Environmental Rating Scales preferred. Experience in leading/supporting collaborative teams is preferred. Previous experience as a Family Child Care educator or experience in supporting Family Child Care educators is a plus.

To apply, submit a SWCDC Application for Employment to Human Resources, Southwestern Child Development Commission (www.swcdcinc.org) or mail to: 142 E. Sylva Shopping Center, Sylva NC 28779. Applications may also be faxed to (828) 631-1860 or emailed to jobs@swcdcinc.org. Applications will be accepted until the position is filled. Only those applicants most qualified based on education and experience will be interviewed.

SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.