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Po Box 250 Webster, NC 28788 📍

Employment Opportunity – CCR&R NC Early Childhood Coach

SALARY: \$46,000- \$52,000 Annually

LOCATION: Webster NC/Hybrid

JOB TYPE: Full time

DEPARTMENT: Child Care Resource and Referral

Position Overview:

To provide training, coaching and technical assistance to support high quality child-centered Practices in childcare centers, family childcare homes and after school programs in Region 8.

Duties/Responsibilities:

- Provide technical assistance, support and encouragement to new childcare and after school programs in the region to achieve licensure in region.
- Provide technical assistance, support and encouragement to existing childcare centers and homes in region.
- Provide technical assistance to existing programs to maintain and improve licensure status and quality.
- Assure that all mandatory CCR&R training is provided.
- Provide pre-licensing technical assistance to new centers and homes.
- Provide technical assistance to new centers and homes with a temporary license.
- Provide technical assistance to centers and homes in the accreditation process
- Work with providers on professional development activities, specifically accessing TEACH, WAGES, online classes and enrollment in higher education.



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- Provide technical assistance to assist centers and homes to obtain higher star licensure.
- In centers and homes, provide technical assistance assigned as a result of an abuse and neglect investigation.
- Work with other staff in the unit and in the Subsidy Unit to meet the county goals for referrals. (Mountain Child Care Connections)
- Represent the agency on Smart Start committees and others, as assigned.
- Represent the agency on regional conference planning committees as assigned.
- Attend training and professional development opportunities as assigned.
- Work on the development of provider groups regionally. (Directos groups, FCCH groups, etc.)
- Attend regional collaborative meetings. Such as: Communities of Practice, Region 8 meeting, etc.
- Be knowledgeable of and provide resources for providers and other community partners seeking information about childcare.
- Keep abreast of the needs, concerns and work of the R&R staff.
- Become familiar with and keep updated on center and home accreditation materials.
- Distribute R&R information materials as needed.
- Carry out duties of the pre-apprenticeship and apprenticeship programs SWCDC sponsors
- Maintain respect and confidentiality at all times.
- Other duties as assigned.



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Education and Experience:

Bachelor's Degree in Child Development, Birth to Kindergarten, Early Childhood, or related field.

- More than 2 years of experience in early childhood settings.
- 2 years of experience in delivering resource and referral services.
- Knowledgeable of and ability to use computer systems and programs

To apply, submit a SWCDC Application for Employment to Human Resources, Southwestern Child Development Commission (www.swcdcinc.org) or mail to: PO Box 250, Webster NC 28788. Applications may also be 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.

