**Employment Opportunity – NC SAI Eastern Territory Consultant**

**SALARY:** $45,000 – 50,000 Annually **LOCATION:** Remote Home Office

**JOB TYPE:** Permanent, Full Time **DEPARTMENT:** CCR&R

**REGIONS OF WORK**: Eastern North Carolina/CCR&R Regions 1,2,3,4,13,14

**LINK TO CCR&R REGIONS**: <https://www.childcarerrnc.org/about/regions/>

**Scope of Work:**

Coordinate activities within assigned territory with the Statewide School Age Project Manager and other NC School Age Initiative team members to enhance, develop and deliver high quality school age provider support services. Provide training (online and face-to-face) to support NC School Age Initiative professional development deliverables as required by NC DCDEE. Provide onsite and other forms of technical assistance to school age programs in geographic areas as assigned. Works cooperatively with NC CCR&R Council, including management agencies, regional program managers, core service managers and members of the statewide CCR&R team to develop and ensure consistency of protocol and procedures involving school age care through technical assistance and professional development services.

**Duties and Responsibilities:**

* Deliver high quality professional development training events for school age program staff, including CEU-bearing trainings (online and/or face-to-face).
* Research and stay up to date on current trends and information regarding school age care.
* Ensure that IACET/ANSI standards are maintained in the delivery of CEU trainings (online and face-to-face).
* Deliver and participate in Train the Trainer events offered to statewide CCR&R staff (face-to-face and/or online).
* Attend and submit proposals to deliver learning events to local, regional, statewide and national conferences when applicable for school age professional development.
* Provide onsite technical assistance to licensed providers serving school age children based on requests received from Statewide School Age Project Manager, Lead/Local CCR&R’s, NC DCDEE staff, or directly from programs.
* Provide onsite technical assistance to licensed providers serving school age children in collaboration with regional lead and/or local CCR&R agencies.
* Provide other forms of technical assistance as needed or requested to support providers serving school-age children.
* Work collaboratively with the NC School Age Initiative team, technical assistance and other professional development personnel among local, regional and other statewide agencies and groups working on school age issues.
* Work collaboratively with the NC School Age Initiative team to provide professional development to school age providers through online and/or face-to-face events and/or provide support to other partners including community colleges and CCR&Rs to coordinate, advertise and deliver professional development events that meet the needs of the local workforce.
* Work collaboratively with licensing consultants, abuse and neglect consultants, 4-H, and others working with school age programs.
* Attend meetings and assist with special projects as directed by the Statewide School Age Project Manager.
* Participate in administrative technical assistance to the NC School Age Initiative team and other CCR&R professionals to support ongoing development and quality of local, regional and statewide school age programs to support delivery of technical assistance/professional development.
* Participate in ongoing continuing education opportunities to support skill advancement in developing and conducting training and technical assistance delivery, including changes in NC licensing requirements.
* Attend school age meetings (formal and informal) as scheduled by the Statewide School Age Project Manager.
* Collaborate with the Statewide School Age Project Manager to schedule and conduct regional meetings/events in assigned geographic service area.
* Provide information gathered during professional development, technical assistance and meetings/events to the Statewide School Age Project Manager to guide ongoing work and inform future efforts.
* Travel regionally and statewide to meet project deliverables.
* Work with a flexible schedule to accommodate needs of school age providers and the project to include evening and weekend hours.
* Participate in program evaluation plan, including data collection and reporting as needed.
* Understand NC licensing and programmatic requirements in the early care and education system in North Carolina.
* Treat all information on SWCDC clients, employees or board members in a confidential manner.
* Fulfill all duties outlined in the contracted statement of work for the School Age Regional Program Consultant.
* Other duties as assigned by the Statewide School Age Project Manager or required by the NC DCDEE.

**Competencies:**

An individual should demonstrate the following competencies to perform the essential functions of this position:

* Problem solving – the individual identifies and resolves problems in a confidential and timely manner and gathers and analyzes information skillfully
* Interpersonal skills – the individual maintains confidentiality, remains open to others’ ideas, exhibits willingness to try new things and collaborates well with a team that values diversity
* Oral Communication – the individual speaks clearly and persuasively in all situations, demonstrates presentation skills when providing information in meetings
* Written Communication – the individual edits work for spelling and grammar, presents numerical data effectively and can read and interpret written information
* Planning/Organizing – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans
* Quality Control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality
* Adaptability – the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events
* Dependability – the individual consistently completes work assigned, meets deadlines, follows instructions, responds to supervision and solicits feedback to improve performance
* Safety and Security – the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly

**Education/Experience:**

* Bachelor’s degree in Early Childhood Education, K-6 Education, Recreation or related field plus or including at least six to twelve focused semester hours in school age care.
* At least two years of experience in working with school age children and their families or the programs that serve them.
* Level 11 ECE Certificate with PD, TA, and SA Endorsement issued by the NCICDP (or in the process of obtaining above certifications).
* Experience in conducting high quality school age professional development opportunities with online experience preferred.
* Experience in providing technical assistance to child care programs preferred.

**Special Skills:**

* Effective oral and written communication skills with internal and external clients.
* Computer experience; knowledge of Excel, Word, Canva, Padlet or other cloud sharing software, Work Life Systems or other data collection software, and PowerPoint.
* Attention to detail with ability to maintain accurate documentation of activities.
* Ability to manage work and meet required deadlines.
* Ability to prioritize work and travel schedule to balance duties.
* Professional appearance and demeanor.

**Working Conditions:**

Work is performed in an environment with electronic device visual displays. Working flexible hours may be required to meet reporting deadlines. The noise level is usually moderate. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

**Special Working Requirements:**

* An automobile at his/her disposal; a valid, non-suspended driver’s license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency’s discretion.
* Must be able to manipulate and operate office supplies and equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
* Extensive travel throughout an assigned territory and some state-wide travel.
* Requires the need for flexible schedules, including evening and weekend work.
* May work in shared space or from a home office with internet connectivity.
* When working from a home office, ensure that space and equipment used is conducive to work productivity and performance.

**Employee Perks/Benefits:**

Paid Holidays

Sick Leave

Annual Leave

Telecommuting options (mobile office/laptop)

Access to free on-demand online training through SWCDC (CEUs)

Family friendly agency

Strengths-based team approach

Opportunities to attend conferences/professional development outside of agency

Access to educational materials related to scope of work

Opportunities for advancement

Access to professional memberships

***SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. Southwestern Child Development does not discriminate in its 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. This applies, but is not limited to hiring, promotion, demotion, transfer, lay-off, termination or selection of employees, establishment of rates of pay, including the awarding of salary adjustment and/or salary increases.***