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Po Box 250 Webster, NC 28788 📍

Employment Opportunity – CCR&R Region 8

Early Learning Coach

SALARY	Up to \$25.00/Hour	LOCATION	Hybrid Office/Remote
JOB TYPE	Part-time, Time-limited, Grant Funded	DEPARTMENT	CCR&R

Position Overview

The CCR&R Early Learning Coach will provide technical assistance and professional development services to support high quality and child-centered practice in licensed childcare centers and family child care homes in Region 8. **This is a 29 hour per week position and is not eligible for benefits.**

Duties/Responsibilities:

- Provide technical assistance to childcare programs (centers and homes) that is inclusive of coaching and modeling best practice
- Provide pre-licensing technical assistance to new programs.
- Provide technical assistance, support and encouragement to new childcare programs to achieve licensure.
- Provide technical assistance to new programs with a temporary license.
- Provide technical assistance, support and encouragement to existing programs to maintain and improve licensure status and quality.
- Provide technical assistance to programs interested or participating in ERS and/or the appropriate accreditation process.
- Provide technical assistance to help programs increase Staff Education for higher star licensure.
- Provide technical assistance assigned as a result of a Child Maltreatment investigation and corresponding Corrective Action Plan (CAP).
- Ensure that all DCDEE mandatory training is available/provided.
- Ensure that many types of professional development opportunities are available in multiple modalities to meet provider needs: in-person, virtual, blended/hybrid, and on-demand, inclusive of CEU opportunities.
- Conduct professional development events in person, virtual, blended/hybrid to meet provider needs.
- Identify and support new providers' professional development needs.



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- Work with providers on professional development activities, specifically accessing TEACH, WAGE\$, on-line classes and enrollment in higher education.
- Work with other staff in the CCR&R Unit and in the Subsidy Unit to meet the county goals for family referrals/consultations. (Mountain Child Care Connections)
- Attend training and professional development opportunities, as assigned.
- Apply for and attend train the trainer events, as assigned and approved.
- Assist in creating new professional development/training content, as assigned.
- Work on the development of provider groups. (Director 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.
- Be knowledgeable of and provide resources for WAGE\$ and AWARD\$.
- Keep abreast of the needs, concerns and work of the CCR&R staff.
- Become familiar with and keep updated on center and home accreditation materials.
- Distribute CCR&R information materials as needed.
- Always maintain respect and confidentiality.
- Other duties as assigned.

Education and Experience:

Applicants must have at least a bachelor's degree in early childhood education or a related field. The position also requires at least 3 years of experience working in early childhood education. Previous experience in providing technical assistance and professional development preferred. Completed training and demonstrated competence with the Environment Rating Scales preferred. Applicants should be proficient in current NC Child Care Licensing Rules & Regulations. **NCICDP Level 11 Early Educator Certification with endorsements in professional development and technical assistance is required, or the applicant must be eligible for this status at the time of hire.** Computer skills and knowledge or adaptability to learn multiple software applications is a must. Organizational skills to effectively manage systems level work required. A willingness to continue personal and professional growth and a collaborative approach to team values of diversity and inclusion are required.

Applicants must have a valid NC Driver's License and a car available for work. Flexible night and weekend work is required. Only those most qualified applicants based on education and experience will be interviewed.

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 faxed to (828) 586-4039 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.***