Early Childhood Consultant – Early Childhood Options

General Description of Position:

Early Childhood Options, located in Summit County, CO, seeks an Early Childhood Consultant to provide coaching and technical assistance to teachers and administrators in community based early childhood programs. The Consultant will facilitate quality improvement initiatives, including quality ratings, child outcome assessments and shared services. The Consultant will assist teachers and administrators in the collection, analysis and use of data. The Consultant will provide coaching on best practices in a child care or preschool setting.

Desired minimum requirements include a BA in early childhood or related field, Director Certification from the State Department of Human Services and previous work experience in a child care setting.

30 hours per week; Pay commensurate with education and experience; Report to the Director of Education and Information.

Essential Duties and Responsibilities:

An effective Early Childhood Consultant must be able to build relationships with program staff based on mutual respect, demonstrate effective communication skills, practice conflict resolution skills, have an on-going commitment to learning, possess good observation skills, and model best practices working with young children.

- Lead and monitor the implementation of Early Learning Ventures in community child care programs - Work cooperatively with administrators and teachers to successfully utilize a web-based platform to manage and track child and teacher data, and to utilize teacher trainings and other resources.
- Assist administrators and teachers with all aspects of implementing the Teaching Strategies GOLD Child Assessment System with fidelity, including training, data collection, goal setting and reporting.
- Assist administrators and teachers to prepare for quality assessments, including Coaching to the Qualistar Rating.
- Provide classroom and program coaching to support continuous quality improvement.
- Ensure that Developmental Screens (Ages and Stages - ASQ) are done with fidelity and used for the purpose for which the tool was designed.
- Work cooperatively with administrators, teachers, co-workers and other early childhood professionals in the community.
- Attend regularly scheduled meetings with other coaches, community partners, and professional development technical assistance staff.
- Participate in local, regional and national training as appropriate and as funding allows, including but not limited to Pyramid Plus, Coaching to the Rating, Early Learning Ventures and Teaching Strategies GOLD.
- Maintain regular consistent attendance and punctuality.
• Maintain a professional personal appearance.
• Adhere to Agency policies.
• Maintain confidentiality.
• Other duties as assigned.

Education and/or Experience:

Required:

• BA in Early Childhood Education, Child Development or a related field.
• Director Certification from the Colorado Department of Human Services, or the ability to become Director qualified within a mutually agreed upon timeline.
• Minimum of a Level II Credential from the Colorado Office of Early Childhood Professional Development.
• Successfully pass required background checks.
• A minimum of 2 years working with young children.
• Knowledge and education regarding developmentally appropriate practices.
• Excellent oral and written communication skills, competent interpersonal skills, and strong organizational skills. Ability to communicate using technology, develop reports and track data.
• Ability to travel to appointments, meetings, and training sessions which may require an overnight stay.

Preferred (additionally):

• Administrative experience in a licensed child care or preschool setting.
• Experience in conducting assessments.
• Knowledge of program quality rating scales.
• Experience and/or education in adult learning.

Application Procedure:

• Provide a resume and letter of interest including a review of relevant experience.
• Current letters of reference.
• Submit via e-mail or USPS to: Early Childhood Options, Attn: Lucinda Burns, PO Box 3355, Dillon, CO 80435; lucinda@earlychildhoodoptions.org.


For additional information contact Lucinda Burns, Executive Director, 970-513-1170 x307; lucinda@earlychildhoodoptions.org

Early Childhood Options is an equal opportunity employer and will not discriminate on the basis of race, color, handicap, sex, age, religion, national origin, weight, height, or marital status in its employment practices.