Community Resources for Children
Job Opportunity

Early Learning Quality Improvement Coach

About Community Resources for Children
Since 1978, Community Resources for Children (CRC) has been investing in the early care and education of young children in Napa County. CRC is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work in Napa County. Last year, Community Resources for Children enriched the lives of more than 4,500 individuals including children, parents, and educators. www.crcnapa.org

Position Summary:
The Early Learning Quality Improvement Coach participates in Community Resources for Children's early education and quality improvement programs with a focus on provider support, coaching, training, professional development, assessment and recruitment. This is a full-time position.

Essential Functions:
- Understand and support the mission and goals of Community Resources for Children (CRC)
- Provide group and individualized support to family child care homes and center-based providers including site visits, observations and technical support
- Work with each site to develop and implement a Quality Improvement Plan and facilitate linkage to other professional development and quality improvement resources
- Plan and conduct professional development opportunities and training presentations for child care providers
- Attend trainings to increase coaching skills and knowledge; obtain and maintain certifications as required
- Administer Ages and Stages Questionnaire screening and develop individualized learning support plans for parents and child care providers to assist children's development
- Lead or assist the planning and implementation of the Active Minds program as needed
- Operate the Toy Library and Early Learning Center as needed
- Participate in the selection and categorization of learning toys and materials for the Toy Library and Early Learning Center
- Maintain required databases, data and documentation; analyze data and prepare reports and submit documentation as required
- Collaborate and coordinate with the Quality Early Learning Team to ensure holistic, systematic and consistent implementation of all program aspects.
- Collaborate and coordinate with other Quality Counts coaches, within the organization and externally, to share practices, learn and advocate for early learning
- Participate in meetings, conferences, and training as required
- Demonstrate flexibility in work schedule to ensure client/program needs are met
- Conduct outreach and participate in events to promote programs and agency as needed
- Contribute to agency publications and communication efforts as requested
- Engage and supervise volunteers
- Perform other duties as assigned

Required Qualifications

- Master's degree in child development or related discipline and three years of experience in early childhood related programs preferred.
- Effective written and verbal communication skills including ability to write proposals and reports
- Demonstrated experience working with diverse populations
- Demonstrated experience in engaging, teaching and coaching adult learners
- Demonstrated experience working with children ages 0 to 5 individually and in small group settings
- In-depth knowledge of California Early Childhood Learning & Development System
- Knowledge of/reliability in child care assessment tools, such as ERS, CLASS, DRDP, and ASQ
- Proficiency with Microsoft Office Programs (Word, Excel and PowerPoint). Experience working with databases strongly preferred
- Ability to manage and input detail data with accuracy
- Ability to assess, analyze, and interpret qualitative and quantitative data and information
- Effective interpersonal skills
- Efficient organization and time management skills
- Valid California Driver's License and good driving record
- Livescan fingerprinting and Department of Justice background clearance
- Bicultural and bilingual competence in Spanish preferred

How to Apply

Please send resume with a cover letter describing your interest in the work of Community Resources for Children and how your experience meets the qualifications of the job to info@crcnapa.org. Also submit a complete Employment Application which can be downloaded at: http://www.crcnapa.org/join-our-team-2/