



Bilingual 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 primarily in Napa County. Last year, Community Resources for Children enriched the lives of more than 4,300 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 position also works directly with families, promoting quality early learning environments and experiences for young children.

Due to the coronavirus pandemic, the majority of work will be conducted virtually. A combination of working in our office and remotely from home is expected.

Essential Duties and Responsibilities

- Understand and support the mission and goals of Community Resources for Children (CRC).
- Serve as liaison for Early Learning Programs/Staff with Spanish speaking parents, child care providers and the community to develop relationships that promote quality early learning and encourage participation in CRC's programs, especially among the Spanish-speaking community
- Provide group and individualized support to family child care homes, alternative sites, and exempt providers serving Alternative Payment clients 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 facilitate professional development opportunities and training presentations for child care providers, including but not limited to Child Care Initiative Project workshops; provide Spanish interpretation
- Plan and implement Trauma Informed Care training program
- Plan, implement, and evaluate CRC's outreach and programmatic offering to support and strengthen license-exempt and family friend, and neighbor care
- Lead the operation of the Toy Library and Early Learning Center (TLELC), ensuring that it is an effective resource for parents, caregivers, child care providers, and the community to support the development of children ages 0-5; coordinate as needed with staff members, community partners, and CRC volunteers to implement programmatic offerings
- Coordinate CRC's Ages and Stages Questionnaire (ASQ) screening program; administer screenings and develop individualized learning support plans for parents and child care providers to assist children's development; maintain inventory in the TLELC to support developmental domains
- Recruit participants, plan and teach early learning bilingual programs for children 0 to 5 and parents/primary caregivers
- 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
- Attend trainings to increase coaching skills and knowledge; obtain and maintain certifications as required

- Maintain an organized workspace in accordance with Department policies and best practices to ensure client confidentiality and access to files
- Adapt to continually evolving regulations, internal policies and best practices to ensure optimal service delivery and compliance
- Demonstrate flexibility in work schedule to ensure client/program needs are met
- Attend and participate in all required meetings, conferences, and training relating to service delivery and professional development
- Maintain the highest level of friendliness, professionalism, support, and integrity in all aspect of work
- Conduct outreach and participate in events to promote programs and agency as needed
- Contribute to agency publication and communication efforts as requested
- Engage and supervise volunteers
- Perform other duties as assigned

Qualifications

Education and Experience

- Bachelor's Degree in Child Development, human services, social work or similar subject preferred
- Minimum of two years' work experience in child care or related field
- Experience at a non-profit or charitable organization preferred
- Excellent communication skills both orally and in writing, great listener - Spanish fluency required
- Ability to work independently, accept supervision, and to work as part of a team
- Demonstrates accuracy and thoroughness in handling and inputting data; looks for ways to improve and promote quality; applies feedback to improve performance
- High level of proficiency in computer skills, including skills in MS Office (Word, Excel, Outlook, PowerPoint) and proficiency in video communications (Zoom, MS Teams, Cisco Webex)
- Efficient organization and time management skills
- Livescan fingerprinting and Department of Justice background clearance
- Commitment to Community Resources for Children's mission and programs

Language and Other Demands

- Ability to work and communicate with diverse cultural and socioeconomic groups, and differently abled individuals
- Ability to work remote and virtually as needed
- Ability to work under pressure and meet deadlines
- Willingness to work occasional evening and weekend events
- Reliable transportation, valid California driver's license and insurance

How to Apply

Please submit resume with a thoughtful 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@crnapa.org. Please also complete the job application that can be downloaded from <http://www.crcnapa.org/join-our-team-2/>