



Early Learning Quality Improvement Coach

Reports to: Manager, Provider Support Services
Classification: Non-Exempt
Hours: Part-time, 20-30 hours per week
Date posted: 2/8/2022

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 will have an emphasis on fostering the expansion of home-based child care sites and sustaining the existing sites.

Primary Responsibilities

- Understand and support the mission and goals of Community Resources for Children (CRC)
- Provide group and individualized support to family child care homes, center-based providers, and alternative sites, including site visits, observations, technical support and providing resources
- Work with providers to develop and implement a Quality Improvement Plan and facilitate linkage to other professional development and quality improvement resources
- Collaborate with Provider Support Services team to 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 as needed
- Support the implementation of the Child Care Initiative Project (CCIP) to support prospective and practicing providers; plan and conduct professional development opportunities and training presentations for child care providers
- Administer Ages and Stages Questionnaire screening and develop individualized learning support plans for parents and child care providers to assist children's development as needed
- Operate the Toy Library and Early Learning Center as needed
- Support child care sites as they develop their business maximizing revenue generation while providing quality care to children
- Maintain required databases, data and documentation; analyze data and prepare reports and submit documentation as required
- Collaborate and coordinate with the Provider Support Services 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

Minimum Qualifications

- Bachelor'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
- Willingness to work occasional evening and weekend events
- Reliable transportation, valid California driver's license and insurance, good driving record
- Livescan fingerprinting and Department of Justice background clearance
- Bicultural and bilingual competence in Spanish required

COVID-19 considerations:

The position requires work on-site and off-site visiting early care and education sites. All staff is required to wear a mask and be able to verify that they are fully vaccinated (reasonable accommodations provided).

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. Please also complete the job application that can be downloaded from <https://www.crcnapa.org/new-join-our-team/>

