

POSITION DESCRIPTION
EARLY CARE & EDUCATION SPECIALIST: CLOUD COUNTY AREA
ERC/ RESOURCE & REFERRAL

About the position...

This is a full-time (40 hours per week) exempt position, reporting to the Salina Provider Services Manager and accountable to the Executive Director. This position requires a bachelor's degree in early childhood education or a related field. The person in this position will work from a home-based office located in Cloud, Republic, Mitchell, Jewell, Smith or Osborn county or in close proximity to this area, primarily serving child care programs in that vicinity. Typical work hours are 8-5 Monday through Friday; however, approximately one evening per week and 6-8 Saturdays per year are required. This position is open due to agency growth.

Primary responsibilities include:

1. Provide technical assistance and coaching to child care providers, educators, parents and other caregivers, around child development issues and developmentally appropriate practices that promotes optimal learning experiences for young children ages birth to 12.
2. Offer professional development opportunities for family child care providers and center-based staff.
3. Maintain accurate records and generate reports of all activities.
4. Coordinate all projects, programs and expectations as outlined in the annual contract
5. Work effectively with all members of the provider services team and the overall agency.

SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION:

1. Effective communication skills (written and verbal.)
2. Effective organizational and time management skills.
3. Ability to work with a provider/director to jointly develop and implement a plan to improve quality in an early childhood program.
4. Basic administrative and computer skills, including proficiency with Microsoft Word, PowerPoint, and Outlook.

EDUCATION AND EXPERIENCE REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE POSITION:

1. Bachelor's degree in early childhood education or a closely related field, with a minimum of 24 credit hours in early childhood.
2. Demonstrated knowledge of early childhood and developmentally appropriate practice.

3. Experience working with children ages birth to twelve in a group setting.
4. Experience with coaching and/or mentoring adults.

WEIGHT LIFTING (OR OTHER PHYSICAL) REQUIREMENTS TO PERFORM THE DUTIES OF THE POSITION:

1. Ability to observe a group of children and accurately record their activities from a distance of 30 feet.
2. Ability to hear and verbally respond to a question from a distance of 5 feet.

LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:

1. Must pass a KBI background check and an SRS registry check.
2. Must pass KDHE physical every two years.
3. Must complete a TB skin test and have a negative screen.
4. Must have a valid driver's license, and a driving record that meets insurability standards of ERC's liability insurance carrier
5. Must attain a minimum of 24 clock hours of professional development annually relevant to the position and scope of work

The ideal candidate for this position will:

- Have at least three years experience working in the child care industry
- Have the ability to work with a provider/teacher to jointly develop and implement a plan to improve quality in an early childhood program.
- Have excellent communication skills, both written and verbal
- Have demonstrated computer skills
- Have effective time management skills and the ability to effectively balance multiple projects
- Have a positive attitude and be willing to work as a member of our team
- Enjoy working with people, by phone and in person
- Have a positive work history, including a good attendance record

Salary & benefits:

The typical starting salary range for this position is \$28-30,000 per year, based on education and experience. ERC offers a generous benefit package which includes paid time off, cafeteria benefit plan, retirement plan, life insurance and group health insurance.

About the agency...

ERC Resource & Referral is a not-for-profit agency. ERC is a licensed child care resource and referral agency. Formed in 1978, ERC has a rich history of serving individuals, children and families in northeast Kansas. ERC's main office is in Topeka, and a Lawrence satellite office was opened in July 2007. In April

2011, ERC will begin providing services in 19 additional counties in north central Kansas and will open a satellite office in Salina. ERC strives to provide effective, high-quality services to those who interface with our agency. We value teamwork, and strive to hire highly qualified people who share our passion for the agency's mission!

Mission statement:

ERC Resource & Referral provides customized child care referrals, professional development and resources for early childhood professionals, and referrals to community resources. Caring, knowledgeable staff and volunteers provide high quality customer service. ERC supports individuals, children and families by connecting people with area programs and services, improving the quality of life in Kansas communities.

Qualified, interested candidates are encouraged to submit a resume and cover letter ASAP to:

Reva Wywadis, Executive Director
ERC Resource & Referral
1710 SW 10th Avenue, Suite 215
Topeka, KS 66604

Interviews will be conducted in Salina during the week of April 4th, 2011.