

**Alexander County Partnership for Children  
Job Description**

**EARLY CHILDHOOD SUPPORT COORDINATOR**

**Qualifications:**

- Bachelor's degree in early childhood, child development or related human services field with child care-related experience. Master's degree in early childhood area preferred.
- Knowledge of child care licensure, developmentally appropriate practices, and other important early childhood related issues.
- Ability to work independently and collaboratively.
- Strong organizational skills.
- Professional interpersonal skills.
- Excellent word processing, desktop publishing, and administrative skills.
- Excellent written and verbal communication skills.

**General Duties:**

The Early Childhood Support Coordinator serves as a staff person for the CCR&R project through the Alexander County Partnership for Children (ACPC). This position is primarily responsible for the Partnership's goal of increasing the quality of child care in Alexander County. Responsibilities will focus on the child care related components of grant funds through Smart Start, the Division of Child Development, and other sources. The Early Childhood Support Coordinator serves as the primary CCR&R liaison with the child care community by providing technical assistance and consultation and child care provider trainings. This position also is the NCPK Program Coordinator. The Early Childhood Support Coordinator reports to the Executive Director. All members of the ACPC staff participate in segregation of duties, as described in the policies and procedures. In addition, all ACPC staff members serve as child passenger safety technicians.

**Specific Responsibilities:**

1. Implements all child care-oriented activities of the Child Care Resource and Referral (CCR&R) project contracted through ACPC, serving as lead contact for all child care programs in the county and providing technical assistance and consultation to current and potential child care providers on issues such as classroom management, environmental rating scales, and licensing.
2. Participates in local, state, and regional CCR&R meetings and trainings as necessary.
3. Designs and distributes Provider Newsletter at least quarterly.
4. Coordinates and facilitates use of ACPC's Lending Library and Provider Workroom.
5. Assists in the county's Kindergarten transition activities in collaboration with local child care programs and the public schools.
6. Serves as Program Coordinator for the NCPK program, providing programmatic monitoring and reporting, coordinating the application and selection process, and serving as the programmatic liaison for all related meetings and trainings.
7. Coordinates and facilitates quarterly NCPK Teacher Meetings.

8. Ensures successful completion of all required documentation and developmental screenings for *NCPK* children.
9. Maintains regional and state reporting for Technical Assistance and Professional Development in Alexander County as related to Smart Start, Division of Early Child Development and Early Education and other agencies.
10. Serves on local committees and boards of other agencies dealing with children's issues, i.e. LICC, Head Start, as requested.
11. Serves as the ACPC representative on the CVCC Advisory Committee.
12. Assists in the coordination child care oriented events for ACPC, such as Provider Appreciation, Week of the Young Child, A Day for Child Care, and Professional Development Banquet.
13. Works closely with regional DCDEE infant toddler, healthy social behavior, and school age consultants to develop relationships and promote collaboration.
14. Distributes the ACPC's parent newsletter at least quarterly.
15. Serve as a child safety seat technician.
16. Performs other duties as assigned by the Executive Director.

**Physical Requirements:**

1. Must be able to perform the physical life functions of seeing, talking, hearing and repetitive motions.
2. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
3. Must possess visual acuity to prepare and analyze data and figures for extensive reading of materials and to complete forms and generate correspondence.

**Full-Time Salary Range:** \$35,000 to \$45,000

**Classification:** Non-Exempt