



## Early Learning Program Specialist

Classification: Non-Exempt  
Hours: Full-time, 40 hours per week

### 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](http://www.crcnapa.org)

### Position Summary

The Early Learning Program Specialist participates in Community Resources for Children's early education and quality improvement programs with a focus on child care provider support, coaching, training, professional development, assessment, and recruitment. This position emphasizes quality support to prospective providers as they go through the licensing process, fostering the expansion of home-based child care sites and sustaining the existing sites.

### Essential Duties and 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
- Support aspiring child care providers with becoming licensed and setting up a successful family child care business by providing one-on-one consultations and navigation services, customizing supports based on individual provider needs and providing ongoing technical assistance
- 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
- 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
- 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
- Ensure compliance with funding terms and conditions as well as program goals for the Resource and Referral contract (CRRP), Child Care Initiative Project (CCIP), First 5 IMPACT Legacy and with the CA Department of Social Services
- Maintain positive client relations, including relationships with Community Care Licensing, Child Care Planning Council, First 5 Napa, California Child Care Resource & Referral Network, child care center directors, family child care home owners/operators; etc.
- 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
- 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
- Perform other duties as assigned

## Qualifications

### Education and Experience

- Associate degree in child development or related discipline and minimum of two years of experience. Bachelor's degree in related discipline (Child Development, Social Work; etc.) preferred.
- Bicultural and bilingual competence in Spanish preferred
- Effective written and verbal communication skills including ability to write proposals and reports
- Demonstrated experience in engaging, teaching, and coaching adult learners
- Demonstrated experience working with adults from diverse ethnic, cultural, and socioeconomic backgrounds
- In-depth knowledge of California Early Childhood Learning & Development System preferred
- Knowledge of/reliability in child care assessment tools, such as ERS, CLASS, DRDP, and ASQ preferred
- Ability to assess, analyze, and interpret qualitative and quantitative data and information
- 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

### Language and Other Demands

- Ability to work and communicate with diverse cultural and socioeconomic groups, and differently abled individuals
- Ability to work under pressure and meet deadlines
- Willingness to work occasional evening and weekend events
- Livescan fingerprinting and Department of Justice background clearance
- Reliable transportation, valid California driver's license and insurance, good driving record
- Typical office environment, no unusual exposures
- Equipment Used includes computer keyboard, telephone, copy machine, projector, and shredder
- Essential Physical Tasks: Must be able to sit and type on a computer keyboard, communicate with clients by telephone, drive a car to travel to meetings or appointments, and lift and carry up to 30 pounds.

### **Expected Compensation**

\$24.00 - \$32.00/hour + benefits. Pay offered will be contingent on multiple factors, including job related knowledge, education, skills, and experience. CRC offers a competitive benefits package, including: paid vacation and sick days, paid holidays, 90% of medial premium covered for the employee, FSA, 401k retirement plan with employer match, employer assistant program and work life wellness.

### **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@crcnapa.org](mailto:info@crcnapa.org). Please also complete the job application that can be downloaded from the CRC website: <https://crcnapa.org/new-join-our-team/>

CRC is an equal opportunity employer.