

JOB DESCRIPTION

JOB TITLE: Regional Healthy Social Behavior Specialist **OFFICE LOCATION:** Orange County

DIVISION: Triangle Area Child Care Resource & Referral

DEPARTMENT: Technical Assistance

SERVICE AREA: Region 12

DIRECT SUPERVISOR: Regional TA Manager

CLASSIFICATION: Exempt

HOURS PER WEEK: 40

JOB SUMMARY: The Behavior Specialist provides training, technical assistance, resources and support to the region's CCR&R Quality Improvement staff and works in collaboration with licensing consultants, other community agency staff and child care programs to address challenging behaviors of children in child care settings.

DUTIES AND RESPONSIBILITIES:

- Work collaboratively with the region's CCR&R Quality Improvement staff and all other individuals providing technical assistance and training to child care providers in the region
- Work collaboratively with licensing consultants, abuse and neglect consultants, early intervention specialists, community college educators, child care health consultants, and health inspectors working with child care providers in the region
- Cultivate partnerships with other behavioral specialists, educators and mental health professionals to develop resources to assist child care providers/families in promoting positive behaviors in young children
- Promote awareness of the availability and resources of Behavior Specialists to child care providers and intermediary agencies
- Develop a resource list of available social emotional practitioners, educators, mental health professionals and a protocol for making referrals and assistance in all regions
- Survey each child care program within the assigned region that receives on-site technical assistance provided through this project to determine the number of children expelled during the prior year as compared to this year
- Provide training to child care teachers in the use of pro-social behavior techniques
- Provide technical assistance on-site visits in local child care settings per month to mentor and assist teachers in promoting healthy social-emotional development
- Deliver presentations regionally in the area of social-emotional development and/or behavioral issues
- Work collaboratively with other Behavior Specialists and the Project Manager to achieve the goals of the project and ensure successful evaluation
- Participate in the Project Evaluation Plan for Promoting Healthy Social Behaviors in Child Care Settings
- Participate in orientation and comprehensive training offered for Behavior Specialists
- Prepare and submit all required reports
- Treat all information on clients, employees and Board Members in a confidential manner
- Participate in local, state and agency sponsored events or meetings
- Represent agency at local, state or national conferences
- Perform other tasks as assigned by agency leadership

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn File Maker Pro, Excel, and Word
- Attention to detail with ability to handle large volume of administrative work
- Must have strong analytical and problem-solving skills
- Ability to work well with a diverse client population
- Professional appearance and demeanor
- Demonstrated competency in delivery of training and technical assistance support to early childhood education programs

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's/Bachelor's degree in Early Childhood Education, Child Development, Child Psychology or related field and two/three years experience working with preschool children and their families or the programs that serve them.
- Level 11 or higher Early Educator Certification through the NC Institute for Child Development Professionals
- Understand the NC licensing and programmatic requirements in the early care and education system.

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities
- Extensive travel throughout the region
- No substantiation or criminal conviction of child abuse or neglect
- Requires the need for flexible schedules, including occasional evening and weekend work
- May work in shared space

TYPICAL HIRING RANGE: \$34,350 - \$39,502

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

Submit your resume, cover letter and copy of NC Early Educator Certification to HR@childcareservices.org

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