



Idaho Association for the
Education of Young Children

Position: **Child Care Specialist, Idaho School Readiness Project**

Supervised by: Assistant Director, Early Learning Collaboratives

Project Summary: Idaho AEYC promotes and strengthens community awareness about the importance of investing in quality early learning experiences for all children throughout the state of Idaho. The Idaho School Readiness Project works to build Idaho's ECCE system, increase capacity, and support ECCE educators with professional development and compensation support.

Position Summary: The Child Care Specialist will bring expertise and experience related to child care start-up/expansion efforts and successful business operations to early care and education providers across Idaho. The Specialist will assist in the recruitment of home-based child care providers and provide support related to licensing, start-up/implementation processes, and quality programming.

Salary: Full-time position with a minimum salary of \$22 per hour, plus an excellent benefits package including medical/dental/vision/ retirement plan, 15 days of vacation leave and 15 days of sick leave annually, plus 10 paid holidays, as well as other great benefits. Remote/telework options available. Continuation of this position is contingent upon grant funding.

Position Responsibilities:

Project Implementation

- In partnership with the Early Learning Collaborative team, identify geographic areas in need of additional child care programs and recruit potential providers.
- Collaborate with Rural Development Initiatives to identify and recruit potential Spanish-speaking family child care providers/programs.
- In partnership with Rural Development Initiatives, establish a cohort of 10-15 new home-based Spanish-speaking child care providers; support new recruits/programs with business start-up processes, implementation of quality practices, and resources for success – especially for programs receiving child care start-up or expansion grants through the Idaho Workforce Development Council.
- Act as a liaison between Wonderschool, the Early Learning Collaboratives, and Rural Development Initiatives to support the recruitment and retention of child care programs throughout the state.
- Support home- and center-based programs in the use of the Wonderschool platform - a coordinated application, enrollment, and business operations software program.
- Provide input into data and feedback to be collected related to start-up and expansion efforts.
- Monitor data collection and analyze results as part of a quality improvement process.
- Partner with IdahoSTARS to encourage ICCP participation, help programs navigate state or local licensing, and IdahoSTARS Steps to Quality.
- Partner with Early Learning Collaborative teams to encourage collaboration between private child care and the K-12 system.
- Coordinate with recipients of Child Care Start-up and Expansion grants through the Idaho Workforce Development Council related to potential eligibility for an additional grant to provide equipment and early learning materials.

Collaboration, Communication, and Accountability

- Expand access to child care programs through collaboration and partnership with local, regional, and statewide stakeholders.
- Provide on-site and virtual support in the use of the Wonderschool platform and the IdahoSTARS database.
- Connect start-up child care businesses with existing support systems that can contribute to their success.

Evaluation and Reporting

- Support project implementation and evaluation strategies to meet goals, objectives, and outcomes.
- Provide feedback and data points to team members as needed.
- Provide progress updates for Idaho PDG Federal Project Officer Meetings and quarterly reports for the Federal Program Performance Report (PPR).
- Support comprehensive project management and data elements, including working with project management technology to maintain a holistic approach to service delivery.

Other

- Participate in Idaho AEYC staff/team meetings.
- Assist with other program and project functions including conferences, Idaho AEYC initiatives, and community events as requested.
- Advance the vision, mission, goals, and programs of Idaho AEYC as well as the IdahoSTARS Project.

At a minimum, you should have:

- Culturally diverse experience and/or bilingual skills in Spanish.
- Associate's degree in Early Childhood Education, Child Development, or a closely related field with a minimum of three years of experience working in early care and education programs.
- In-depth knowledge of child care business practices including start-up and implementation processes.
- Knowledge of work plans and strategic implementation strategies with ability to work at the tactical level.
- Ability and desire to work with diverse stakeholders, including families, early childhood programs, family child care educators, community partners, contracted entities, and state partners.
- Knowledge of project management practices, including the use of technology to track implementation and outcomes.
- Strong organizational and problem-solving skills, including excellent client-facing and internal communication skills.
- Professional demeanor, positive attitude, and determination to succeed.
- Ability to work effectively in a collaborative team environment with multiple partner agencies.
- Demonstrated commitment to being highly dependable with a strong work ethic.
- Effective time management skills with a focus on being detail-oriented while being able to adapt to changes, including proven success at working in a fast-paced environment.
- Strong skills in Microsoft Office Suite and other software programs.
- Ability to travel and to work occasional evenings and weekends.

The preferred candidate will have:

- Bachelor's degree in Early Childhood Education, Child Development, or a closely related field with a minimum of five years of experience working in early care and education programs.
- Strong professional network with organizations serving children and families in Idaho.
- Experience in non-profit organizations or other community-based groups.
- Excellent organization and administrative skills including an organized work style and the ability to manage work assignments with a minimum of direct supervision.
- Ability to work on and manage several simultaneous projects at various stages of completion, including tasks with competing priorities.
- Excellent problem-solving skills with a solutions-oriented focus.
- Confident and professional demeanor with a strengths-based approach, demonstrated flexibility, strong determination, and good humor.