

Alabama Partnership for Children Early Care and Education Coordinator

Purpose: The Early Care and Education Coordinator is responsible for developing and implementing a comprehensive set of strategies to enhance quality in early childhood settings. This will include support for programs to obtain licenses, to participate in Pre-K, and to participate and succeed in the Quality Rating and Improvement System. The Coordinator is responsible for planning, delivering, and measuring the impact of various training and professional development models, including coaching and mentoring and coordinates with other staff to develop and monitor support for quality early learning settings across multiple domains. The Coordinator works 40 hours a week, is an exempt position, and reports to the Executive Director.

Qualifications:

- At least a Bachelor's degree in a related field with prior work experience
- Excellent communication skills – verbal and written; experience in adult education and training
- Ability to work well with a diverse population, demonstrated ability to manage group work and to coordinate activities among many different organizations
- Ability to assume responsibility for development and completion of projects through extensive planning, timeline development, and accountability processes
- Demonstrated computer proficiency and ability to manage large amounts of data
- Understanding of the components and criteria of high quality early learning settings and the needs of young children
- A reliable automobile at her/his disposal and a valid AL driver's license. Able to travel all over the state.

Job Responsibilities:

- Develop, administer, and monitor strategies to increase the number of programs participating in the QRIS, coordinating with Department of Human Resources, licensor, funders, and local partners
- Develop on-going resources, toolkits, materials, and incentives for improved quality
- With the Outreach Coordinator, develop a comprehensive education and awareness campaign for parents and families about quality early childhood and the QRIS, enhancing the Don't Be In The Dark campaign and materials
- Responsible for public awareness, provider recruitment, and publicizing the QRIS program and multiple other quality improvement strategies
- Coordinate and oversee a technical assistance program to support unregulated child care programs in successfully obtaining their licenses
- Oversee and coordinate early learning collaboratives that support improved nutrition and physical activity in early childhood settings
- Coordinate with the TWMB Program Coordinator to align and monitor training and evaluation
- Support and manage a group of professionals to provide on-site program monitoring and assessments in participating early childhood programs
- Perform other tasks deemed appropriate by the Executive Director