



## Job Description

POSITION TITLE: Child Care Quality Educator

CLASSIFICATION: Educator

**POSITION SUMMARY** – The Child Care Quality Educator is responsible for working with child care centers and family day care providers to increase the competence of child care providers to promote the social, emotional and behavioral development of infants and toddlers (birth to 36 months of age). The Educator will communicate with providers, directors, and children in an effective, positive manner. The Educator will keep accurate records and logs. He/she will collaborate with center staff and family day home providers to identify methods of improving the children's environment and experiences to foster healthy social, emotional behavior and development in infants and toddlers. The Educator will work together with program manager to achieve program objectives and goals and will attend all required training and staff meetings.

**POSITION QUALIFICATIONS** –

- Master's degree in Early Childhood Education or equivalent experience.
- Demonstrates effective oral and written communication skills & the ability to work effectively as a team player with minimal supervision.
- Current and valid driver's license and liability insurance.

**TECHNICAL COMPETENCIES** –

*The educator will...*

Human service knowledge and abilities:

- Keep informed of the developments in the field of early childhood education and in related professional disciplines

Assessment/ Case planning/Service provision

- Conduct observation visits and provide training on Infant and Toddler Social and Emotional Development. Work with providers in understanding the Ages and Stages SE Developmental Screening Scale.
- Mentor participants in areas classroom management and teaching style to help structure the environment to better address the social/emotional/behavioral needs of children in their care .
- Assist providers to build a formal system of daily communication with parents.
- Promote the program within the community.

Community collaboration

- Participate in community activities related to the program as assigned.
- Collaborate and work cooperatively with participants in the program.

Reporting/Documentation/Evaluation

- Maintain contact notes on all participants.
- Complete monthly contact forms and quarterly reports and any other data collection identified by the program manager.

- Work with supervisor to assess the program effectiveness through process and outcome evaluation and collect all required evaluation data.

Supervision

- Report weekly to supervisor on the status of the participants.
- Utilize supervision to provide quality services.

**CORE COMPETENCIES**

*All CYFS Employees will...*

Communication

- Maintain appropriate lines of communication within the agency.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and current programs.
- Know, understand and be able to communicate the agency's philosophy and mission.

Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients, colleagues and donors.

Planning/ Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Demonstrate problem solving, learn/use equipment/technology and use resources in a responsible manner.
- Report routinely to supervisor and utilizes supervision to provide quality services.
- Adhere to the guidelines of the agency set forth in the Agency Manual.
- Attend and participate in scheduled training seminars and on-going general agency staff and program team meetings.
- Perform basic administrative tasks, including reports and statistical summaries, and other duties, not listed here, deemed necessary for the well-being of the agency.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for CYFS.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date