

Job Announcement

CHILD CARE QUALITY SERVICES LIAISON
Workforce Solutions of the Coastal Bend

Internal/External Job Posting Until Filled

This position is in direct support of the Early Childhood Development Quality Services Program (ECDQSP) of the Workforce Board. Will ensure child care providers implement and follow through with the ECDQSP initiatives at their respective child care centers. Work involves planning, developing, and monitoring educational and technological initiatives. Will communicate child care provider(s) concerns and technical assistance needs related to ECDQSP initiatives, i.e. technology, curriculum, developmental screening tool(s), etc... to Director of Child Care Programs. Provide on-going and on-site consultative and technical assistance to child care providers who have received education and technology resources purchased by the Workforce Board. Will be required to assist in the implementation of other ECDQSP initiatives designed to encourage all participating child care providers to continually improve their child care services. Primary duties of the position will be to provide support and technical assistance to child providers in the implementation of and continued use of curriculum. Conduct child care staff observations utilizing a classroom observation tool designed to evaluate the child care providers' use of training and curriculum investments. Will work with child care providers on lesson plan design and on the continued integration of curriculum, especially in the areas of numeracy and literacy into the classroom daily schedules. Works closely with other Workforce Board Child Care Program staff for a continuous improvement of quality child care programs and services. May be extensively involved in other special projects, such as, but not limited to, the provision of Labor Market Information for Toddlers.

Minimum Qualifications

- Possess exceptional interpersonal and communication skills (both written and verbal, including telephone, email etiquette, listening skills and the ability to respond sensitively and empathetically to the needs of others).
- Able to exercise a high degree of professionalism.
- Able to work cooperatively in a team environment.
- Bachelor Degree from an accredited college or university with credit hours in early childhood education, child development, special education, elementary education is preferred. Experience in child care is preferred. Some practical experience may be substituted for education.

FT 8am-5pm Monday thru Friday; personal vehicle and local travel within the 11-county workforce area required; Salary Range \$33,000 to \$40,000; Benefits health insurance, paid leave, and 401k.

Submit 'letter of application' (and) resume and college transcript via e-mail to Teresa Curtiss, (teresa.curtiss@workforcesolutionscb.org).

At Workforce Solutions of the Coastal Bend, we invest in our regional economic success through access to jobs, training, and employer services. Workforce Solutions of the Coastal Bend is one of 28 local workforce boards located throughout the State of Texas. The board services Nueces, San Patricio, Kleberg, Aransas, Kenedy, Bee, Refugio, Live Oak, McMullen, Brooks, Duval, and Jim Wells counties. FMI: www.workforcesolutionscb.org

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