



## The Early Childhood Partnership of Adams County Early Childhood Educator Career Navigator

<b>Job Title:</b>	Early Childhood Educator Career Navigator
<b>Reports to:</b>	Director of Early Learning
<b>FLSA Status:</b>	Exempt
<b>FTE:</b>	Full-time (1.0 FTE)
<b>Hiring Salary Range:</b>	\$39,000 - \$45,000 depending on experience, skills, and other strengths; as well as employee Life, Health, Dental, and Disability Insurance as established annually and Sick Leave, Vacation Leave, Wellness Leave, and Holidays as established annually through Personnel Policies.

### **Overall Statement of Responsibility:**

The Early Childhood Educator (ECE) Career Navigator is a self-motivated, passionate professional, who will provide support individuals in advancing in the ECE field. This can include those interested in entering the field, students, or those already in the field and looking to advance in their career and individuals of various ages, cultures, and backgrounds. The ECE Career Navigator will support professional development of ECE professionals where-ever they may be in their journey. This is a new position for ECPAC and will serve as an integral part of ECPAC's Early Learning initiative focused on supporting ECE providers in providing high quality care and education to young children and families in our community. This position will be shaped by feedback and guidance from the ECE community. Recognizing the critical role that a qualified, stable, and valued workforce plays in the quality of care and education, as well as in the well-being of ECE professionals, this position will play a vital role in creating a stronger ECE industry and help to create additional ECE options for families and for the upcoming universal preschool program in Fall 2023.

### **Essential Duties and Responsibilities:**

- Collaboratively work with other staff and the ECE community, to establish a career navigation model that provides professional support, technical assistance and motivation, that helps to removing barriers and connect individuals to ECE resources, tools, training and educational opportunities. This includes working with other community partners who support the industry as well as 2 other communities working to align model best practices and outcomes. The model will be informed by guidance from ECE professionals and be adaptable to on-going input.
- Help to advertise and recruit ECE professionals or students to the program. This may include working with both High Schools and Higher Education. Work with an interpreter and translator as needed to achieve language justice.
- Work with interested individuals to assess the career pathways options, develop career plans, and additional needed resources to successful make progress on plans. Guide individuals to opportunities to fund their pathway and will ensure effective blending and braiding of financial assistance which may include scholarships, quality improvement funds, new state funding and opportunities, and opportunities made available through the Workforce Innovation and Opportunity Act.
- Provides culturally specific relationship-based individual and small group (cohort) support to new and established ECE teachers/caregivers in navigating the various career pathways.
- Honors ECPAC's organizational values and follows ECPAC's [Equity Impact Statement](#) to embrace the importance of racial equity and culture to support equity in ECE systems. Is open to self-

reflection and growth to recognizes that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.

- Works with ECPAC's coaches to recruit and provide orientation and on-going support to 2-3 ECE programs to serve as mentor programs for ECE professionals needing on-site experience.
- Collaborates with the Adams County Workforce Development & Business Center (WBC) to provide ECE-specific technical assistance to incoming clients, leverages shared funding to support individuals with ECE classes and credentialing, and provides live job shadowing / mentoring match ups for ECE professionals in Adams County settings.
- Collaboratively works with Front Range Community College as informed by the ECE community, on curricula enhancements and the ECE Director Renewal Course, and match students with coaching support and family childcare home in-service sites.
- Develops a supportive network of ECE professionals to establish peer-to-peer opportunities for learning and support, including opportunities to receive reflective supervision, from an outside contractor, as a cohort.
- Partners with ECPAC's early learning coaching team to ensure a collaborative approach to support ECE professionals in other professional development opportunities, including overseeing the implementation of the Expanding Quality in Infant and Toddler Care (EQIT) series twice per year, identifying and scheduling 4 additional training opportunities per year through contracted trainers, internal staff, or others with expertise. Work with the Administrative Assistant on logistics such as registrations, payments, and training evaluations.
- Maintain accurate and timely documentation in adherence with program expectations and accountability requirements. This includes tracking incentives to ECE professionals to meet milestones in the career plan. Ensures Confidentiality per ECPAC's policy.
- Participate in team meetings, trainings, and supervision as required. Demonstrates a commitment to regular and ongoing professional development
- Stay current and actively participate as needed in updates and enhancements to the Colorado Shines and Professional Development Information System (PDIS).
- Contributes to data collection and reporting as required by funder(s).
- Other duties as assigned by the ECPAC Director of Early Learning.

#### **QUALIFICATIONS:**

- At least 5 years of experience in the Early Care and Education field in some capacity that brings forth the knowledge of working in this industry, the career pathway options, and the assets of and barriers that exist for ECE professionals.
- Ability to create strong relationships with adults with an understanding of, and respect for, culture, diversity, equity and inclusion principles and practices.
- Working knowledge of the Colorado Shines Quality Rating and Improvement System (QRIS) and the Professional Development Information System (PDIS).
- Working knowledge of computer technology, including Microsoft Office.
- Either have completed, working towards, or willing to begin working towards Colorado Coaching Credential.
- Completed at least some early childhood coursework (preferably ECE 101 and ECE 103);
- Innovative thinking to develop a new program and position.
- Excellent oral and written communication, interpersonal and time-management skills.
- Ability to facilitate small and large group meeting and provide presentations is required.
- Strong organizational skills and ability to multi-task.

- Experience in data collection.

**PREFERRED QUALIFICATIONS – NOT REQUIRED**

Preference may be given to candidates with the following qualifications:

- Bachelor's Degree
- Bilingual English/Spanish proficiency preferred.

**Physical requirements and working conditions:**

- Work in an office environment using computer for periods of time throughout a 20 hours week.
- Ability to lift/push/pull/carry various objects of 10 – 20 pounds occasionally
- Ability to reach to shoulder level and above
- Ability to bend at hips and knees
- Drive various distances in all types of weather conditions. Travel is expected at about 20 miles or less per month and long-distance travel (car or plane) is rarely expected.

**Additional Requirements:**

Applicants must have a valid driver's license and vehicle insurance, as local travel of less than 150 miles per month is expected.

**Additional Information:**

ECPAC participates in E-Verify and will provide the federal government with your Form I-9 information to confirm you are authorized to work in the U.S. ECPAC will only use E-Verify once you have accepted a job offer and completed the Form I-9. ECPAC will not discriminate based upon race, color, religion, sex, sexual orientation, gender identity, or national origin and abides by affirmative action to ensure equality of opportunity in all aspects of employment. Applicants are protected from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Qualified individuals with disabilities are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification referral, and other aspects of employment. ECPAC will take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment. ECPAC abides by affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans, active-duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

**TO APPLY:**

Please submit a cover letter and current resume/CV to [careers@ecpac.org](mailto:careers@ecpac.org).

---

The Early Childhood Partnership of Adams County (ECPAC), a 501(c)(3) founded in 2004, is the official Early Childhood Council serving **Adams County**. Our mission is to build a community where *every young child and their family can reach their full potential*. Through legislation, ECPAC is charged to enhance the system serving young children by improving **equitable access** to affordable, high-quality services in early learning, health/mental health, and family support and education. ECPAC serves Adams County children and families through two main strategies: 1) leading and engaging in partnership-driven policy and systems change, and 2) providing direct services to support early learning programs (through quality improvement coaching, early childhood mental health consultation, and now career navigation) and families (through care navigation/classes).