



**Early Head Start and Infant Toddler Specialist Position  
Early Childhood Partnership of Adams County (ECPAC)**

**Job Title:** Early Head Start and Infant Toddler Specialist  
**Reports To:** Director of Early Learning  
**FLSA Status:** Salary – Non-exempt  
**Hours expected:** 30 hrs/week or 40 hrs/week  
**Hiring Range:** \$35,250 - \$37,500 (30 hrs/wk) or \$47,000 - \$50,000 (40 hrs/wk) plus benefits (both include 401K match, health insurance, term life insurance, and short-term/long-term disability). The salary offered will be based on the applicant's ability to meet requirements and preferences listed below.

**The Early Childhood Partnership of Adams County (ECPAC)** welcomes your interest in our Early Head Start (EHS) and Infant Toddler Specialist position. We **strongly encourage** people from Adams County who identify as a member of any marginalized community to apply. ECPAC strives to meet the needs of our employees and community members in all areas related to diversity, equity, inclusion, belonging, and accessibility.

**POSITION SUMMARY:**

This position has some flexibility depending on the qualifications of the candidate.

The ECPAC Early Head Start (EHS) Infant/Toddler Specialist is a self-motivated, passionate professional. As an EHS Specialist, this position (can be 30hrs or 40 hrs/week) helps EHS programs with on-site technical assistance, coaching, and support and facilitates the continuous improvement of leadership at childcare partner sites to ensure full compliance with state childcare licensing rules and federal EHS performance standards. While this position primarily works with early childhood professionals (in centers and family childcare homes), the position does include supporting families, as needed. This position is contracted to ECPAC through Early Learning Ventures (ELV) and requires the ability to work collaboratively and efficiently with a diverse coalition of early childhood care & education providers, school districts, and other support staff such as Quality Improvement Coaches, Family Childcare Navigators, Early Childhood Mental Health Consultants, Professional Development Coordinator, and a Career Navigator.

If the candidate is qualified, this position could also include co-facilitating The Expanding Quality in Infant Toddler care (EQIT) twice a year and providing coaching for current, past, and future participants of the course. To complete this portion of the position, being trained to provide this training and coaching is required. If qualified, this position would be 30 hrs/wk Early Head Start and 10 hrs a week EQIT instructor and coach.

**QUALIFICATIONS:**

- Bachelor's degree in early childhood or related field.
- At least 3 years of experience in the provision of early care and education services
- Ability to work effectively with groups and individuals that represent a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies.
- Strong working knowledge of the Early Head Start requirements and documentation.
- High level working knowledge of computer technology, including Microsoft Office.
- Currently have (or are able to attain within six months of hire) a Colorado Coaching Credential.
- Excellent oral and written communication, interpersonal and time-management skills.
- Ability to facilitate small and large group meetings and provide presentations is required.
- Strong organizational skills and ability to prioritize tasks.
- If you do not meet all of these qualifications but believe your experience could still meet the responsibilities of position, and ECPAC encourages you to apply.

**PREFERRED QUALIFICATIONS – NOT REQUIRED**

Preference may be given to candidates with the following qualifications:

- Certification as EQIT instructor and coach
- Bilingual Spanish or Arabic and English

**RESPONSIBILITIES for the Early Head Start Specialist:**

- Work with EHS programs to identify areas of need for professional development towards the provision of high-quality care.

- Implement a teacher and director professional development program to include coordination/delivery of training and coaching, and coordination of teacher credentialing process.
- In conjunction with Early Learning Ventures, plan and facilitate up to fourteen group coaching sessions through a Together Learning and Collaborating (TLC) format in Adams County to support and deliver intensive coaching in accordance with Head Start Program Performance Standards.
- Evaluate EHS teachers' needs for coaching using an ELV Readiness Assessment and develop a coaching plan for group facilitation using the trends and ELV EHS School Readiness goals.
- Utilize MyTeachstone to enhance and support teachers' ongoing learning and professional development.
- Support the individual teachers with additional needs related to creating high-quality learning environments for all enrolled EHS children and families through individualized coaching and professional development plans informed by at least one Environment Rating Scale observation per learning environment, two CLASS observations per learning environment, Child Development Associate Credential cohort coordination, college coursework planning and individual follow-up related to TLC content implementation.
- Provide Practice-Based Coaching for EHS teachers that follows an individualized coaching plan to support curriculum implementation for infants and toddlers, authentic observational assessment, and classroom observations that assess teacher, classroom, and professional development needs.
- Ensure compliance with EHS aligned program service plans guiding early childhood development, health and safety practices, and effective classroom management strategies.
- Offer families an opportunity to participate in a family development program that aligns with Head Start Performance Standards and the Parent, Family and Community Engagement Framework to support families' progress towards self-reliance.
- In collaboration with EHS-CCP providers, deliver a comprehensive family engagement program that aligns with Head Start Performance Standards and the Parent, Family and Community Engagement Framework, including a research-based parenting curriculum that supports parent's role as first teacher.
- Facilitate processes relating to eligibility, recruitment selection, enrollment, and attendance system implementation according to performance standards and program policies and procedures, as well as maintaining a data information management system.
- Collaborate with ELV staff on the implementation of program policies and procedures guiding EHS comprehensive services to include the annual service plans and monitoring processes and participate in Health Services Advisory Committee.
- Serve as liaison between childcare centers and family childcare homes for coordination and implementation of comprehensive services via community service providers.
- Ensure compliance with EHS aligned program service plans guiding health service delivery, health and safety practices, nutrition, health services, and disabilities services in order to meet children's needs in each area.
- Work with ELV Quality Child Care Partnership Management to develop, maintain, and manage MOU's and/or contracts, in relationship to EHS comprehensive services. Document, track, and maintain required records and reports (i.e. quality checks, child health and development data, professional development plans, coaching plans, case notes, referrals and follow-up, child and family data, and monthly reports).
- Execute a monitoring and reporting structure, with childcare partners, that ensures full compliance of EHS Performance Standards and meets the needs of enrolled families.
- Collaborate with ELV staff weekly, monthly, and quarterly to ensure progress of functions addressed in scope of work are occurring in a timely fashion. Collectively, determine structure for communication and reporting.
- Attend and participate in regular ELV Team meetings and other Community Meetings upon request.
- Quarterly, meet with ELV's Management Team to review contract progress and to provide updates on the provision of services set forth in this scope of services as well as to identify patterns and trends in designated functions listed in the scope of work.
- Maintain accurate records of coaching progress for EHS teachers via the Early Learning Ventures' Alliance CORE coaching log and individual professional development plans.

**Responsibilities for the Expanding Quality in Infant Toddler care instructor/coach:**

- Work collaboratively with co-facilitator to plan for and lead EQIT series.
- Understand nuances of teaching and supporting diverse population of adult learners.
- Effectively manage time and scheduling for course offerings.
- Maintain ongoing professional development requirements for trainers.
- Support reflective relationships with infant and toddler caregivers and providers.
- Develop competencies of providers in areas of relationship-based support and infant/toddler learning and development.

**ADDITIONAL REQUIREMENTS:**

- All applicants must have a valid driver's license and vehicle insurance, as local travel of approximately 200 miles per month is expected

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Ability to work in multiple settings with multiple organizations
- Use computer for periods of time up to two hours
- Ability to stand and walk on hard surfaces for periods of time up to three hours
- Ability to lift/push/pull/carry various objects of 30 -40 pounds
- Ability to reach to shoulder level and above
- Ability to bend at the hips and knees
- Drive various distances in all types of weather conditions - travel is expected at about 100 miles per month
- Ability to work evenings and weekends on occasion

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

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**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. ECPAC strives to have a diverse staff that represents the community we work with. We strongly encourage people from Adams County who identify as a person representative of the diverse races and cultures to apply.

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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 *all young children, their families and early childhood professionals 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).