

Job Description
QUALITY CHILD CARE SPECIALIST

Franklin-Granville-Vance Smart Start

General Responsibilities: The Quality Child Care Specialist is responsible to the Quality Child Care Coordinator and the CCR&R Director of the FGV Partnership for Children. Responsibilities include development of child care resources in the three counties, through the provision of technical assistance for the Quality Child Care Program participants.

QUALIFICATIONS: Minimum: A Bachelor's Degree in Early Childhood Education or related field plus two-year experience in childcare services or equivalent combination of education and experience. Some knowledge of the Early Childhood Environment Rating Scales. Sufficient understanding of the licensing requirements. Proficient in basic Microsoft Office computer programs. Excellent planning and organizational and leadership skills.

Preferred: Minimum requirements plus two years' experience in child care Administration, or a Child Care Resource & Referral agency and understanding of Smart Start initiatives.

JOB RESPONSIBILITIES:

- Conduct pre and post assessments using the Environment Rating Scales for Quality Improvement Participants
- Develop a plan of action for Quality Child Care Participants
- Provide technical assistance to the Quality Child Care Participants
- Provide technical assistance towards implementing grants
- Monitor progress of providers in meeting grant requirements
- Help collect and prepare data for program reports
- Help process orders for Quality Child Care Participants
- Monitor and document visits and telephone conversations with Quality Child Care Participants
- Ability to communicate ideas effectively, both orally and in writing
- Reliable transportation with driver's license valid in NC
- Flexible work hours including evening and weekends
- Maintain working knowledge of current NC Child Care Regulations and licensing standards
- Participate in required pre and in service training
- Represent FGV Partnership and CCR&R accurately and professionally in the community
- Research and maintain up-to-date knowledge and resources files on best child care practices and current trends in NC and the US
- Adhere to Partnership Policies and Procedures
- Perform other duties as assigned by the QI Coordinator, CCR&R Director and/or Executive Director

Skills and Educational Requirements:

- A Bachelor's Degree in Early Childhood Education or related field plus two-year experience in childcare services or equivalent combination of education and experience. Some knowledge of the Early Childhood Environment Rating Scales. Sufficient understanding of the licensing requirements.
- Attention to detail with ability to handle fairly significant case loads of programs
- Computer experience; knowledge or demonstrated ability to learn referral database
- Excellent planning, organizational and leadership skills.
- Effective oral and written communication skills with internal and external clients.

Salary Range: \$30,616- \$38,270

Closing date: March 18, 2026



*****See website for additional information www.fgvsmartstart.org

Please email resume and cover letter to:

byancey@fgvsmartstart.org or mail to:

FGV Smart Start

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