

DRAFT Job Posting: CCPS 1 2021

Overview

The City of Madison's Child Care Unit is seeking a qualified, motivated early childhood or school-age professional to fill an important position on our Child Care Team.

The City's vision is that all children have equitable access to opportunities to meet developmental milestones and succeed in school and life.

- By all children, we mean especially children facing barriers to success.
- Access means equitable access to resources, programming and services at the time they are needed.

The Child Care Unit plays a key role in working toward that vision through child care accreditation, funding, scholarships and community training and collaboration. We seek to impact the lives of Madison's youngest residents through our work with the child care and school-age programs in which they are served. We are driven to provide resources and supports that will increase the opportunities for child care and school-age programs to foster child and youth development and succeed in school and life. We are seeking an individual who has a deep commitment to our goals in equity, diversity and inclusion and whose skillset compliments a competent team of professionals.

The Child Care Unit sits within the Community Development Division (CDD). CDD plays a central role in the City's efforts to provide equitable opportunities for all residents of Madison. We collaborate with a broad network of community partners on programs and activities that provide basic resources and services that can materially affect the quality of life for residents and open doors for future success.

GENERAL DESCRIPTION:

Bilingual Spanish Speakers are Strongly Encouraged to Apply

This position is responsible, professional program development and evaluation work in the assessment and accreditation of early childhood care and education programs (0-5 years), school-age programs (K-5th grade) and family child care systems. Through the process of assessment and evaluation, the employee also determines eligibility for City grants and technical assistance. The employee serves as a generalist dealing in a range of program areas involving accreditation reviews, projects, training, consultation and technical assistance.

Additionally, the position participates in and collaborates with various organizations, work groups and coalitions in the City focused on early childhood or school-age issues.

As the individual gains experience, the work advances to develop and implement revisions to accreditation standards, policies and procedures; provide professional training and consultation to providers; and provide more in depth technical and administrative support to groups and committees associated with child care programs and services for children, youth and families.

The work is performed with a high degree of independence and initiative within established policies and procedures and under the general supervision of the Early Care and Education Manager and work is reviewed through periodic reports, conferences, and staff meetings.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Accreditation, training and technical assistance to child care agencies participating in the City of Madison Accreditation Program:
 - Assess and accredit early child care and school-age programming and administration through on-site observation, interviews and data gathering and review of policies, budgets, curriculum etc.
 - Coordinate and collaborate efforts with other child care specialists.
 - Provide resources to families who are choosing child care for their children; support child care assistance families in accredited care.
 - Respond and investigate complaints from parents and the public about accredited programs.
 - Occasionally, provide training or speak in front of groups of people.
 - Frequently, provide technical assistance to child care programs, staff, boards, committees and families.
 - Participate in staff professional development to keep current in the field.
- Community Engagement:
 - Represent the Community Development Division and the Madison Child Care Unit in city-wide efforts in a professional and respectful manner.
 - Participate in and provide leadership in community collaborations to improve the quality of life for children, youth and families.
 - Seek out opportunities for collaboration between new and existing initiatives.
 - Seek out ways to improve existing systems or work through new ideas or community solutions.
 - Communicate and coordinate work with other Community Development Division staff.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- A. Working knowledge of the principles of the growth and development of children 0-12 years, child care administration, and educational programming.
- B. Working knowledge of child care agency management, policy development and implementation.
- C. Working knowledge of financial management and budget development within child care programs.
- D. Working knowledge of State of Wisconsin child care licensing rules and regulations.
- E. Ability to communicate effectively in writing and verbally with early childhood and school-age programs on sensitive issues such as personnel, staff supervision, leadership, team development and program oversight.
- F. Ability to understand and accurately apply standards of practice in a child care setting.
- G. An understanding of and commitment to the principals of racial equity and social justice.
- H. Ability to accurately and objectively observe and assess child care programs, classrooms and administrative practices, and to prepare necessary reports identifying strengths and areas for improvement.
- I. Ability to speak in front of groups of people occasionally.
- J. Ability to understand adult learning styles.
- K. Ability to enact family engagement strategies.
- L. Ability to effectively support early childhood and school-aged programs through statewide and local referrals
- M. Ability to build and maintain good working relationships and work collaboratively with culturally and ethnically diverse co-workers, agency program staff, and members of the general public.

Training and Experience:

At least five years of experience working in a child care program or elementary school with different age groups of children which should include progressive leadership roles such as a team lead, child care administrator or director position. Ideally, they have 5 years of experience mentoring and coaching or providing consultation or training, but 2 years would be minimum. Minimally, the person must value and show a commitment to personal or professional development in equity, social justice and inclusion.

Minimally, someone has attained an associate's degree in early childhood education and is willing to complete a bachelor's degree within five years of hire with some financial support and time allocation for doing this.

SPECIAL REQUIREMENTS:

Travel in and around Madison is required in addition to some travel for professional development and networking opportunities, occasionally. A valid driver's license is required within 6 months of hire. City cars can be used, so a personal vehicle is not needed.

Physical Requirements:

Ability to access all areas of a child care or school-age facility (classroom, playground, etc.), ability to navigate uneven terrain for up to one mile, ability tolerate extreme weather fluctuations while observing programs outdoors, ability to sit or stand at a desk for an extended period of time, ability to observe in child care and school age programs for 3 hour increments, ability to occasionally navigate stairs.