

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

***VACANCY ANNOUNCEMENT***

**~EXTERNAL/INTERNAL~**

**POSITION:** Early Childhood Specialist

**PROGRAM:** Child Care

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street

**RATE:** \$16.11 - \$22.56 / per hour DOE

**HOURS:** 40 hours per week

**OPENING DATE:** Immediately

**CLOSING DATE:** Open until filled

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org](http://www.hrdc7.org) along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

## **Job Summary**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Functional Title:</b>	Early Childhood Specialist - Montana Pyramid Model Coach
<b>Program:</b>	Child Care Program
<b>Supervisor:</b>	Program Manager
<b>Subordinates:</b>	No
<b>Status:</b>	Hourly

#### **Job Description**

Under the supervision of the Program Manager and in accordance with the direction and mission of District 7 HRDC, the Early Childhood Specialist - Montana Pyramid Model Coach may only work in this capacity. Coaches may provide training on the Pyramid Model courses and/or other courses designed to address social, emotional and environmental domains. Coaching is defined as a partnership within a STARS to Quality Early Childhood Education (ECE) program that supports programs and individuals to reflect on current knowledge and practices in order to promote continuous quality improvement using a practice based approach.

#### **Description of the Organization**

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Carter, Custer, Fallon, Golden Valley, Musselshell, Powder River, Rosebud, Stillwater, Sweet Grass, Treasure, Wheatland, and Yellowstone Counties. All HRDC activities focus on 6 national goals: Self sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen Families and Communities. Information about our agency Today, District 7, HRDC delivers a myriad of programs and supportive services which encourages self and the services we offer can be found at: [www.hrdc7.org](http://www.hrdc7.org)

#### **Professional Development Specialist Responsibilities**

##### **Management and Administration:**

- Facilitate development of goals in order to address needs and gain new knowledge and skills.
- Work with the State Coordinator to develop a coordinated system for delivery of coaching services.
- Determine success, in part, by quality improvement through social, emotional assessments such as Teaching Pyramid Observation Tool (TPOT) and The Pyramid Infant Toddler Observation Scales (TPITOS).
- Actively participate in developing a coaching system for ECE programs and work toward full implementation of the Montana Pyramid Model.

##### **Financial:**

**N/A to this position**

**Operations:**

- Coordinate Montana Pyramid Model trainings and evaluate child care providers.
- Incorporate NAEYC Code of Ethical Conduct and Montana's Early Learning Standards into trainings and services to providers.
- Assist in the development and delivery of early childhood related trainings for child care providers and parents.
- Determine and provide trainings and/or technical assistance to caregivers based on a strengths based model.
- Support providers with professional development planning.

**Compliance:**

- Recruits and educates caregivers to become registered providers and to participate in the early childhood training programs, meeting contractual requirements.

**Professional Development:**

- Participate in staff meetings, team building, technical training, and 1:1 supervision meetings.
- STARS Training Including but not limited to:
  - Program Administration Scale and Business Administration Scale
  - Family Child Care Environmental Rating Scale
  - Early Child Care Environmental Rating Scale
  - Infant Toddler Environmental Rating Scale
  - New Coach Training and STARS Application Site Training
  - Montana Pyramid Model
- Participate in Meetings, Conferences, and Trainings requested by the agency and Early Childhood Services Bureau.

**Community:**

- Network with Child Care Licensing and other community agencies to access available resources.
  - Assist with Child Care Department Events.
  - Represent HRDC's Child Care Program at community meetings and events.
  - Notify providers and program staff of professional development opportunities in the service region.
  - Attend job fairs to disseminate information.
  - Develop and distribute Welcome Packets to New Providers
-

**Minimum Qualifications:**

Annual Criminal Background checks and Child Protective Services checks are required.

**Education and Experience:**

Bachelor's Degree in Early Childhood Education/Child Development or Bachelor's Degree in a related field and education with 20 credits in Early Childhood Education, 300 hours supervised teaching experience, and minimum of 1000 hours working in an Early Childhood setting. These qualifications are aligned with the Montana Career Path at the Montana Early Childhood Project. Must have a minimum of three years of experience teaching in an early childhood program. Minimum of one year leadership experience.

**Other Skills and Abilities:**

Strong communication skills.

Ability to work with disadvantaged populations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

**WORK ENVIRONMENT:**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.