Technical Professional – Child Care Licensing Specialist (Multiple positions)

Start Date: Fall Semester 2014

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: $40,000 – 42,000/annualized. RRCC also offers a comprehensive benefits package. Details at [http://www.rrcc.edu/human-resources/benefits-information](http://www.rrcc.edu/human-resources/benefits-information).

*Grant funded positions: Positions are contingent on availability of funding.*

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on November 21, 2014.

**Purpose Statement**
To assist in the coordination of the contract for the provision of licensing services to child care facilities in accordance with rules and regulations established by the Colorado Child Care Licensing Act.

**Responsibilities**
In accordance with established departmental policies and procedures, as well as State guidelines, visits facilities for the purposes of inspection and related applicant investigation of prospective facilities, inspection and monitoring of facilities as required for maintenance and continuation of license, as well as complaint investigations.

Compiles all documentation required by the State for licensure. This includes completion and submission of typed reports of inspection in a manner prescribed by the State. Completes and submits department-required reports. Assists in preparing documentation and representation as needed for hearings related to childcare facilities.
Disseminates information regarding the licensing process, the rules governing facilities, and the legal requirements for licensure. This may include community presentations, participation in meetings and events, submission of articles, and other duties as assigned.

**Qualifications**

**Minimum Qualifications:** Bachelor’s degree in Human Services, Sociology, Psychology, Early Childhood Education, Social Work, or a closely related field. Professional work experience in the group care of children, childcare licensing, or occupational field closely related to the work assignment which provided the same kind, amount, and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the Bachelor’s degree. Three years working in a human services field in either a private or a public entity, which includes working in the group care of children or in childcare licensing, early childhood or related field. One year of related supervisory experience. Demonstrated documentation, verbal, and written communication skills. Knowledge of Colorado rules and regulations for childcare facilities. Knowledge of MS computer applications.

**Preferred Qualifications:** Bachelor’s degree with a focus on early childhood education or a related field. Current or previous license to operate a family childcare home or center. Five years working directly with children in a regulated child care facility. Technical writing skills, knowledge of quality rating and improvement systems, and/or Early Childhood Environment Rating Scales.

**To Apply**

To apply for this position the following are required: (1) A completed RRCC employment application (only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. A resume will not be accepted in place of a completed application.

**About Red Rocks Community College**

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: [http://www.rrcc.edu/human-resources/jobs](http://www.rrcc.edu/human-resources/jobs). Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color,
sex/gender, sexual orientation gender identity, religion, age, national/ethnic origin, pregnancy status, veteran’s status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.