



Technical Professional – Early Care & Education Site Coach (Multiple Positions)

Start Date: Spring Semester 2015

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: \$35,000 – 38,000/annualized. RRCC also offers a comprehensive benefits package. Details at <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 December 23, 2014.

Responsibilities

Provides on-site coaching to increase early learning staff's capacity to implement best practices designed to support the functioning of the program and children's development. This includes, but is not limited to, observations and feedback, assisting in developing, implementing, and tracking progress on a quality improvement plan based on rating and/or other program assessment data. Assists early learning staff in understanding the goals, structure, and expectations of the designated quality improvement initiative and how the criteria relates to program goals and approach to early care and education. Works collaboratively with other coaches, staff, and team members on specific initiatives, and funders. This includes data collection as well as completion of required funder and departmental reports. Provides technical assistance, by phone and/or email, to licensed childcare facilities or families seeking childcare. Assists in updating childcare facility profiles, participation and promotion of professional development opportunities, and general support of departmental operations.

Qualifications

Minimum Qualifications: At least 30 credit hours in the early childhood or Director's Certificate from a regionally accredited college, or ability to complete within 90 days of hire. Must be licensed as a family childcare provider or hold Colorado Large Center Director Qualification letter. Three years' experience working in the early childhood field as a licensed family childcare provider, early childhood teacher, or center director. Excellent verbal and written communication skills. Proficiency with MS Office products. Effective problem solving skills. Ability to multi-task. Ability to work in diverse program settings with diverse problems.

Preferred Qualifications: Associates degree in Early Childhood or closely related field. Minimum plus certification on one or more Early Childhood Environment Rating tools. Five or more years in quality rated or accredited childcare facility. Verifiable experience coaching and/or training adults. Knowledge of various early learning programs including ECERS, ITERS, and/or FCCERS.

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.rccc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rccc.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 Dr. Bill Dial, Executive Director of Human Resources,

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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.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.