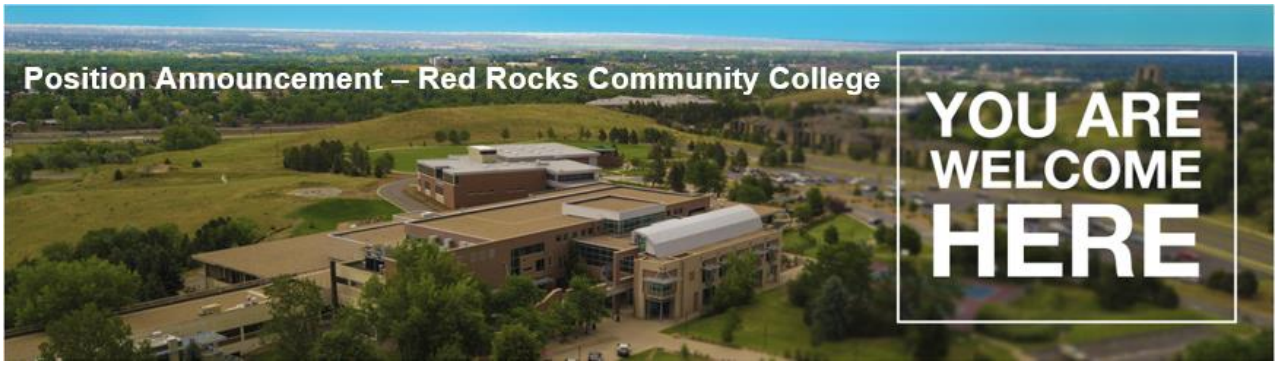

Position Title	CDA Support Specialist
Position Number	400430
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	$35,000/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Spring 2021
FLSA Status	Non-Exempt, this position is eligible for overtime.
Closing Date	Sunday March 14, 2021 by 11:59 p.m.
Job Type	Full Time, grant funded position. Continuation of position is contingent upon the availability of funding from grant sources.
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please click here.
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	Leave Accruals (Leave prorated for appointments under 100%) • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) (Over 12 months, based on full time appointment accruals) Other Leave • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 Four Holidays are observed on an *alternate schedule* (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and

community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Department Information & Mission:

Child Care Innovations is a department of Red Rocks Community College managing diverse funding provided by state, federal, county, private contracts, and fees. Child Care Innovations operates the Child Care Resource and Referral Agency, serving Adams, Arapahoe, Broomfield, Clear Creek, Douglas, Gilpin, Jefferson, and Park counties.

Through an Interagency Agreement with Colorado Department of Human Services, Child Care Innovations licenses facilities in Adams, Jefferson, Clear Creek, Gilpin, Larimer, and Weld counties.

Child Care Innovations' mission is to help improve quality, access, availability, and equity in early childhood services and supports. We do this through the provision of regulatory services, training and support for caregivers and early childhood professionals, advocacy, and innovative community partnerships that promote the importance of early childhood experiences and the connection to school readiness and the overall health of families and communities.

Summary of Position:

This position supports early learning professionals in the completion of the Child Care Development Associate credentialing process. The CDA Program is designed to assess and credential early childhood education professionals, and is a pathway to meeting Colorado Early Childhood Teacher qualifications.

Required Qualifications:

- Associates Degree or combination of education and relevant early learning work experience.
- Must possess or meet Colorado licensing requirements for Family Child Care, small or large Center Director, Early Childhood Teacher, or Program Director.
- Two (2) years of experience in a regulated setting caring for/supervising children in a group of four or more.

Preferred Qualifications:

- Associates degree with an emphasis on early childhood or elementary education, human services, or a related field.
- Appropriate certifications supporting the required qualifications, plus current or previous CDA certifications.
- Verifiable experience coaching and/or training adults.

- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Excellent verbal and written communication skills.
- Proficiency with Microsoft office programs.
- Effective problem-solving skills.
- Ability to multi-task.
- Ability to work in diverse program settings, with diverse populations.
- (Preferred) Professional Development Specialist certification.

Description of Position

- Provide support and technical assistance to participants as they develop their portfolios, prepare for testing and complete required professional development.
- To support early learning professionals in identifying and obtaining professional development through the Child Care Development Credential (CDA) process
- Recruitment of participants for the CDA program. Market CDA credentialing to professionals who work in all types of early care and education programs - Head Start, pre-k, infant-toddler, family child care, and home visitor programs as well as current ECE students and entry level care providers.
- Complete documentation related to CDA review, data collection related to funder and department requirements.
- Performs other duties as assigned to support departmental objectives of increasing access to high quality early childhood services. This includes, but is not limited to assistance in updating child care facility profiles, participation and promotion of professional development opportunities, and general support of departmental operations.

How to Apply:
Complete applications must be received by 11:59 p.m. Sunday March 14, 2021. To apply for this position, click here to begin your application, including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include ***optional*** attachments.

Please note the following prior to beginning your application:

1. Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
2. As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.

3. You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
4. Once you submit your application, you will no longer have an opportunity to review or make changes.
5. You will receive a confirmation email once your application has been received.

Benefits:
RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please click here.

The Assessment Process:
Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:
An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:
Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:
Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

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 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.

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.

RRCC conducts 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 303.914.6494.