

## JOB DESCRIPTION

- Position:** Behavior Support Specialist
- Status:** 40 Hour, Exempt
- Reports to:** Early Care and Education Director
- Role:** To provide technical assistance and training to licensed child care providers in Henderson and Transylvania counties by promoting social-emotional health to prevent and address challenging behaviors in a trauma informed manner.

## QUALIFICATIONS

- Bachelor's degree required in Early Childhood Education, Child Development, Child Psychology, or related field.
- Experience working in early childhood education environments with infants, toddlers, preschoolers and their families or the programs that serve them.
- Must have a reliable vehicle and appropriate driver's license and insurance.
- Any equivalent combination of training and experience

## PRINCIPAL RESPONSIBILITIES

- Provide on-site technical assistance to child care providers, by promoting social-emotional development and/or challenging behaviors of children, as well as social-emotional well-being of staff.
- Implementing evidence-based techniques that support positive teacher/child relationships and responding effectively to challenging behaviors.
- Deliver and create professional development opportunities to increase understanding of social-emotional development, challenging behaviors, positive behavior guidance strategies, trauma informed practices and social-emotional well-being of staff.
- Work collaboratively with other consultants, educators and mental health professionals to assist child care providers/families in promoting positive behaviors in young children.
- Link educators and directors with community resources to share with families.
- Conduct observations of children, classrooms, and facilities utilizing the Pyramid Model and TPOT/TIPTOS assessments.
- Work with local child care consultant(s) to enhance assistance to local providers who are under investigation for allegations of abuse and/or neglect.
- Assist program coordinator in maintaining data and compiling reports on program services.
- Assist program coordinator with marketing Child Care Resource & Referral programs and services within the community.
- Assist with distribution and compilation of Child Care Resource & Referral surveys to providers to determine future training needs and satisfaction of services once a year.
- Participate in community events and public awareness activities as directed by supervisor.
- Attend pertinent trainings and maintain knowledge of quality program issues and state regulations.
- Provide agency and Child Care Resource & Referral program support as needed and other duties as assigned.

## JOB COMPETENCIES

- **Think Strategically:** Ability to determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Time Management:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information, and activities.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.
- **Value Equity:** Supports equitable treatment and equal opportunity for all employees.
- **Value Diversity:** Supports an environment of learning about, valuing, encouraging, and supporting differences.

*Children & Family Resource Center is committed to building a diverse staff and inclusive work environment and strongly encourages applications from candidates of color.*