

Job Description

POSITION: Business Consultant Specialist

REPORTS TO: Child Care Resource and Referral Manager

AGENCY SERVICES: .

POSITION OBJECTIVE: This position is responsible for expanding the quality and efficiency of child care centers and child care home providers in (REGION). The **Business Consultant** will offer robust support for child care centers and family child care homes through intensive coaching and professional development while building a positive image of Child Care Resource and Referral in the community.

RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS

- Develop a strong relationship with community partners built on trust, support and follow-up by maintaining open and honest communication.
- Work with partner organizations to support business practices, child care management systems and data interoperability for child care professionals.
- Work in partnership with the Business Consultant Manager to develop and implement the Business Consultant Project.
- Offer varying levels of support aimed at improving quality to child care homes and center-based programs, through coaching and professional development.
- Collaborate with regional business coaches, OCCRRA staff and other identified members of Oklahoma's coaching network to assist in quality improvement efforts.
- Connect licensed child care homes and centers to available funding streams and opportunities.
- Support the efforts of the Oklahoma Clearinghouse for Early Childhood Success.
- Create and assist with the designing of tools, templates and models that support and strengthen child care programs.
- Provide training on, promote the use of and utilize the shared services platform for child care providers.
- Develop and facilitate CECPD approved training modules and support mechanisms to enhance and develop providers knowledge of early childhood philosophies and business practices.
- Assist and support providers in the creation of budgets and strategic cost modeling.

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- Facilitate a recurring community of practice (staffed family child care network) with family child care home providers to provide support among each other and a sense of belonging.
- Expand opportunities for leadership and professionalism to child care providers.
- Assist providers with understanding of classroom practices, child/teacher ratios, transitions, attendance and enrollment.
- Assume all other responsibilities willingly.
- Distribute marketing materials for the project.
- Attend monthly Training and Technical Assistance meetings with Business Consultant Manager. Meetings are to include program development and implementation as well as general problem solving.
- Provide technical assistance, by phone or on site, to child care providers.
- Establish positive working relationships with Business Consultant Manager and FCCH and Child Care Center Directors.
- Communicate with the Business Consultant Manager about progress of the Project and all problems that arise.

KNOWLEDGE AND SKILLS:

- Broad knowledge and experience in early childhood education, operations of child care programs and family child care homes including business practices.
- Display excellent interpersonal and communication skills with drive, energy and a passion for development of people.
- Results oriented, self-motivated with strong time management, systems development and planning skills.
- Able to learn database usage, with ability to collect and record data and have proficiency with Microsoft Office products.
- Ability to maintain confidentiality of sensitive data.
- Identify needed areas of self-improvement and actively pursue appropriate means and methods to increase effectiveness in those areas.
- Keep D/M updated on issues related to Business Consultant Project.
- Other duties as assigned to meet position objectives and to support the Network.

QUALIFICATIONS:

- Bachelor's degree or 10 years experience required in early childhood, education, or a related field with a strong understanding of business practices and budgeting in child care; Masters Degree preferred
- Experience delivering professional development opportunities
- Three to five years child care administration experience
- Member of the targeted community served preferred
- Experience providing one-to-one, in-person and group training and technical assistance
- Organization, written and oral communication skills

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- Strong interpersonal skills
- Ability to work independently and as a member of a team
- Valid driver's license, valid automobile insurance and own vehicle to use for work
- Ability to collect and record data with computer word processing and spreadsheet skills
- Willing to travel extensively within region
- Flexible with work schedule, as occasional meetings and special events will be in the evening or on weekends

PHYSICAL REQUIREMENTS:

- Is constantly required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard, telephone, and be capable of reading a computer screen
- May need to remain seated for long periods of time, have the ability to perform repetitive motions and reach for objects
- Is frequently required to hold a writing instrument, communicate verbally, and hear well enough to detect nuances and receive detailed information
- May be required to grasp objects, push and pull objects, bend, stand, walk, squat or kneel
- Able to lift and carry 25 pounds
- Vision abilities include close vision for data preparation or analysis, and expansive reading

WORKING CONDITIONS:

- Will typically work indoors
- May spend as many as five days per week traveling, spending up to eight hours in a vehicle per day
- May have a mixture of natural, incandescent and fluorescent light
- Could have moderate to loud noise levels