

Director of Consultation Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Director of Consultation supports **thread's** work to increase the quality of early care and learning programs through consultation, technical assistance and coaching. This includes the following:

1. Support **thread** staff with training and use of a coaching model to guide early care & learning programs through a continuous quality improvement model.
2. Develop, implement and manage a coaching model for **thread** staff including being a master coach.
3. Work with early childhood partners, including SEED, to develop a statewide early childhood coaching approval system.
4. Oversee and manage **thread** services for special populations.
5. Create programmatic and classroom tools to facilitate and track program coaching.
6. Collaborate with other community service providers to conduct specialized training and coaching services as needed.
7. Collaborate with other Directors to align thread services, Learn & Grow, and SEED.
8. Educate staff, families, and children about health and safety issues (focus on behavioral health) and community resources.
9. Provide on-site and telephone consultation and training to child care providers.
10. Provide support services and community resources referrals to parents and early educators via-warm line.
11. Provide accurate program data for grant proposals and reports.
12. Supervise program staff.
13. Other duties as assigned.

Qualifications:

1. Bachelor's required (Master's preferred) in education, child development, mental health, psychology, infant learning, social work, or related field.
2. Knowledge of social emotional development of young children, early care and education best practices, and effective consultation and training models.
3. Previous experience coaching and teaching adults preferred.
4. Prior experience with technical writing, budget development and fiscal management preferred.
5. Current driver's license required, Alaska driver's license preferred.
6. References and valid identification required.
7. Must pass background check.

Key Competencies:

1. Project and program development skills required.
2. Knowledge of early care and education, inclusive child care, children's health and social services and community resources.
3. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community.
4. Ability to maintain effective relationships with providers, parents, & children.
5. Ability to work with a team of individuals whose primary focus is to improve the social emotional development of young children.
6. Ability to use database systems and general office programs including Microsoft Word, Excel, Access, PowerPoint and Outlook.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm, other hours as required

Location: 3350 Commercial Dr. Ste. 203 Anchorage, AK 99501

Position Type: Full Time, 40 hours/week

Classification: Exempt, Permanent

Supervisor: COO/ Program Manager

Supervises: Professional Development Staff

Hiring Range: \$58,240- \$70,720 annually

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, Medical, Dental, Vision, Life, and EAP. All premiums covered 100% for employee's health, dental, vision, life, and EAP. Free **thread** services.

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with "Director of Consultation" in the subject line. Open until filled.

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