

## JOB DESCRIPTION

**Job Title:** STARS Consultant  
**Reports to:** Provider Services Manager  
**Work Hours:** 20-25 hours/week, varied schedule  
**Equivalent:** Part Time  
**Compensation:** \$15-\$18/hr DOE, Benefits to be explained by employer

### ESSENTIAL DUTIES & RESPONSIBILITIES:

Work under the direction of and in collaboration with the Provider Services Manager to support the professional development of family, group and center based child care providers and provide STARS Consultation to programs participating in STARS to Quality in Flathead, Lake, Lincoln and Sanders counties.

- **Professional Development of Child Care Providers**
  - Develop and deliver professional development in a variety of formats for family, group, and center based child care providers throughout the region
  - Meet requirements related to approval, evaluation and recording of provider classes with Montana Early Childhood Project
  - Develop and deliver classes in a variety of formats for family, group, and center based child care providers throughout the region
  - May be asked to present or assist in the presentation of Preschool and Infant Toddler classes if qualified
- **STARS Consultant**
  - Be knowledgeable in the STARS Standards and Guidance and Procedures, be able to offer technical assistance in writing Quality Improvement Plans and budgets, and be highly skilled in the use of the STARS Application site
  - Provide support and technical assistance to programs participating in STARS to Quality
  - Communicate consistently and effectively with the Early Childhood Services Bureau program specialists for the STARS to Quality Program.
- **Program Support**
  - Regularly communicate with the STARS Coach about individual STAR programs
  - Provide support and mentoring for family, group and center providers pursuing accreditation
  - Deliver Technical Assistance (TA) to individual child care programs
- **Public Relations and Outreach Activities**
  - Support Nurturing Center's public awareness activities in coordination with other program and agency activities.
  - Coordinate and collaborate as requested with area agencies and organizations such as QAD, BBCC, FVCC, SKC, FAEYC
  - Attend required State trainings and conference calls
  - Advocate for child care providers and the field of Early Childhood Care and Education
  - Support Nurturing Center Community Outreach and Fundraising efforts
- **General**
  - Maintain confidentiality in all contexts.
  - Complete reports in a timely manner
  - Develop an annual professional development plan in collaboration with the PS Manager
  - Attend staff meetings, trainings and events
  - Other Duties as assigned

### QUALIFICATIONS:

- Level 4 or higher on the Montana Early Childhood Practitioner Registry
- Ability to obtain PDS I as specified on the Early Childhood Project Professional Development Framework within one year of employment.
- Strong communication, computer and organizational skills.
- High level of knowledge and familiarity with early childhood care and education and child/family issues including Developmentally Appropriate Practice (DAP)
- Must enjoy interacting with diverse groups of people.

### Physical Demands:

- The employee must regularly lift and/or move up to 25 pounds.



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- While performing the duties of this job, the employee is regularly required to sit, be able to communicate effectively both verbally and in writing.
- Must be willing and able to move training materials to and from car/training site

**Work Environment:**

- Mostly indoor in an office or classroom environment.

**Special Requirements:**

- Regular travel is required to all four counties in our region. Additionally, travel is on occasion required to State sponsored meetings throughout Montana. Must provide own vehicle, have a clean driving record and provide proof of vehicle liability insurance that meets the minimum for the State of Montana's requirements.
- Position supports delivery of provider services in Flathead, Lake, Lincoln and Sanders counties
- Some evening and weekend work is required
- Must be able to pass an FBI criminal background check, CPS (Child Protective Services) background check and driving background check.



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