



**Consultant Supervisor**  
**Full-time**  
**Client Relations**

**Reporting Relationship:** Works under daily direction of the Director of Client Relations

**Responsibilities:**

The Consultant Supervisor (CS) is responsible with supervising project specialists to provide early education support for the implementation of high-quality leadership and family engagement practices in early learning programs. The SC will supervise the development and the delivery of specific trainings related to ECE subject matters and best practices in in order to execute goals. This position will Supervise the facilitation of various group projects.

**Essential Functions:**

*Service Goal:*

Consistently promotes and models courteous Child360/community service in a prompt and efficient manner. Maintains positive relationships with all Child360 internal and external contacts through professional honest interaction. Responds to requests quickly and professionally recognizing that a request serves an organization and/or community need.

*Child360 Vision:*

Supports our mission of Educational Justice: Every child will succeed in school and life.

*Child360 Mission:*

Supports our mission of providing advanced early education program quality and capacity by supporting the development of the whole child, growing a qualified and diverse workforce, and strengthening family engagement. Creates and sustains strategic partnerships and advocates for policies that promote access and program excellence.

*Daily Tasks*

- Manages the consulting staff that support the implementation of high-quality practices in early learning programs
- Manages the support of early educators in the implementation of theory, research-based and developmentally appropriate practices and interventions as it relates to the overall program, children and families
- Supervises the training, support and materials for providers to enhance their knowledge, skills, and abilities in working with children and families from different backgrounds and with different needs



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- Manages the collaboration with other Child360 staff to provide workshops, trainings and other related activities on family engagement topics to strengthen families and ensure the presence of the Strengthening Families Protective Factors
- Supervises the resources, feedback, modeling, and support to leadership staff on strengthening program practices that impact and influence quality such as, family engagement, the use of data, and reflective supervision
- Coordinates, recommends and supports professional development opportunities such as learning communities or onsite trainings based on early learning and development best practices
- Guides quality improvement through identifying agency activities proven to increase teacher's instructional skills
- Works closely with Child360 Relationship Managers to develop proposals related to family engagement, program leadership, and other related ECE contracts
- Coordinates with the assigned Child360 Project Specialist to implement and monitor T&C contract execution
- Works with applicable team to recognize, evaluate, and recommend proper tools and assessments in order to systematically and objectively assess students, teachers, and the environment

#### *Physical Duties*

- May be expected to lift boxes up to 20 lbs.
- Will be expected to travel up to 50% of the time. Travel may include required local, statewide and/or nationwide assignments with some extended periods of overnight travel

#### *Other Duties*

- Other duties as assigned

#### *Safety Practices*

- Adheres to Child360 health and safety practices, and any unique health and safety practices for the department, building and/or County.

#### **Knowledge and Skills Requirements:**

- Advanced knowledge of early childhood education and Quality Rating and Improvement Systems (QRIS) including California's Quality Continuum Framework
- Advanced understanding of quality standards and best practices in the field of early education



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- Advanced knowledge of at least two systems of early childhood educations (Early Head/Start, Head Start, State Preschool)
- Advanced knowledge in adult learning techniques
- Expert practices in using data to plan
- Proficiency in Microsoft Word, Excel, Power Point, and Outlook
- Strong interpersonal skills for interfacing with staff, providers and stake holders
- Strong problem-solving skills. Must be detail-oriented, flexible, and decisive
- Advanced project and time management skills to meet deadlines and project outcomes
- Expert knowledge of family engagement best practices and the strengthening families framework
- Must be passionate, nurturing, and knowledgeable about ECE
- Must have a valid California Driver License
- 10+ years' experience in ECE field assisting teachers and leaders to advocate and achieve goals
- 5+ years' supervisory or management experience strongly desired

**Formal Education:** Bachelor's or Master's degree in ECE or a related field preferred. 10+ years' experience working in early childhood or education program, and/or 5+ years of progressively responsible project planning, organizational, and supervisory experience required

**Language proficiency required/preferred:** English required/Bi-lingual a plus

The availability and continuation of this position is contingent upon grant funding.  
Child360 is an Equal Opportunity Employer

Please send resume and internal application to [dgardiner@child360.org](mailto:dgardiner@child360.org)