

Serving ●●● Adams, Clark, Langlade, Lincoln, Marathon, Marquette, Portage, Taylor, Waushara, and Wood Counties

Early Childhood Consultant/Trainer

Office Location: Mosinee / Central Wisconsin

Childcaring, Inc. is hiring a full-time Early Childhood Consultant/Trainer, working throughout our 10-county service area including **Adams, Clark, Langlade, Lincoln, Marathon, Marquette, Portage, Taylor, Waushara, & Wood Counties.**

The Consultant will support the early childhood workforce through coaching and training efforts that promote quality improvement using evidence-based tools. The Early Childhood Consultant may also provide support to individuals seeking to open family or group child care programs, with an emphasis on recruitment and outreach to potential providers.

The starting wage for this position ranges from \$21.00 to \$22.00 per hour and is based on experience and qualifications. This is a 40-hour per week position with a Monday through Friday schedule (occasional evening and weekend hours with advance notice).

The typical work environment is an office setting or child care program; remote work options are available.

Essential Functions:

Coaching, Consulting & Training for Child Care Programs:

- Collaborate with statewide stakeholders including: parents, caregivers, regulators, Thriving Wisconsin, Head Start, CESA, school districts, Wisconsin Technical Colleges and Universities, WECA and other agencies
- Obtain approval to train the Child Care Foundation Trainings and other trainings required for potential and existing providers (possibly CPR w/ AED, First Aid, etc.)
- Use Environment Rating Scales (ERS), Pyramid Model, Wisconsin Model Early Learning Standards (WMELS), and other evidenced-based tools to assess centers, raise quality and identify training gaps
- Deliver technical assistance (TA) services professionally.
- Establish and maintain a professional consulting relationship with child care programs
- Follow consulting protocols to ensure consistent quality and accessibility
- Share printed and electronic resources with teachers to guide best practice
- Achieve compliance with program deliverables through participation in local and statewide meetings, training, and conferences to model and implement objectives with fidelity for group and family center personnel
- Assist with writing and compilation of data reports and anecdotal success stories

Reporting and Case Management:

- Develop and implement workflow, timeline, and evaluation into your reporting strategies
- Produce reports as specified for grants and other requests
- Communicate regularly and effectively with group and family center professionals

Other Duties :

- Participate in Childcaring Staff Meetings
- Understands and adheres to agency personnel policies
- Understands agency mission and represents same to public

Qualifications:

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily and must:

- Possess an intense interest in good outcomes for young children & their families
- Maintain a high level of confidentiality
- Keep up with current technology demands
- Produce accurate, detailed notes and reports
- Demonstrate a strong sense of customer service
- Can create reports, business correspondence, and update manuals to reflect program changes
- Possess a willingness to maintain office hours and work evenings & weekends as necessary
- Must reside within the service delivery area; regular travel throughout the local region and across Wisconsin is a required part of this position.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree from four-year college or university; one to two years related experience and/or training in Early Childhood, Education, Psychology, Social Work or related field.
- Registry Level 14 or higher is required.
- Tier 3 Trainer on WI Registry (PDAS) or be able to achieve within 3 months of hire.
- Prefer experience in early childhood, training and knowledge related to child care system (specifically regulations, public agencies and child development.)
- Computer experience, proficient in Microsoft programs and ability to type.

Licenses, Certifications, Authorizations Required:

- Must have a valid driver's license
- Must have an insured vehicle
- Must meet insurability requirements
- Approvable Criminal Background Check
- Annual Registry Certificate

We offer a benefit package, including:

- Health insurance
- Retirement
- Vacation
- Personal leave
- Paid holidays
- Sick leave
- Opportunities for continuing education, conferences, and classes
- Flexible work schedule

To apply for this position:

- **Before November 14, 2025**, send a cover letter and resume to kelly@childcaring.org

Childcaring is an equal opportunity employer.