

## Pyramid Specialist

### Position Description

#### Background & Introduction

Healthy Child Care Colorado's mission is to build safe, supportive, and healthy early childhood settings and systems where children and professionals learn and grow.

#### Mission Strategies

1. Serve as a statewide network hub for consultation in early childhood.
2. Support quality improvement efforts in early childhood settings.
3. Advocate for best practices and sound policies.

#### Core Values, Guiding Principles, and Priority Areas

Our core values and guiding principles compass are common threads throughout our team culture, programs and services, and organizational development. We strive to bring these values into our work every day.



#### Position Information & Scope

This is a salaried, part-time exempt position for 16 - 20 hours per week. This position can work remotely or in the office. There is an occasional requirement to work in our Denver-based office and to travel to meetings and trainings. This position reports to the Associate Director and works closely with the Pyramid Coordinator and Program Support Specialist. The Pyramid Specialist collaborates with team members, partners, Support Advisors, Facilitator Certification Candidates, and Pyramid Network members across the state to support the Pyramid Model expansion and implementation. The Specialist's work is guided by the Pyramid Network Hub Foundations, action plan, as well as government and grant funded projects assigned to this position.

#### Essential Duties & Responsibilities

##### Certification Support Advisor

- Serve as a Support Advisor for the annual Facilitator Certification Cohorts.
- Effectively communicate and build relationships within the cohort and your assigned group.
- Provide education, feedback, ideas, and resources related to observation tools as well as implementation of high-quality training and coaching delivery.

- Ensure Facilitator Candidates attend mandatory meetings and trainings as well as satisfactorily complete the required documentation, videos, and activities.
- Provide and track technical assistance when questions, barriers, or unexpected issues arise.
- Facilitate regular group coaching and practice training experiences and discussions.
- Provide support to assigned Candidates through monthly 1:1 coaching and office hours.
- Monitor and track the Facilitator Candidate's progress toward completion of certification.
- Co-develop and update each assigned candidate's PDIS Professional Development Plan.
- Actively participate in and co-facilitate the regular Support Advisor meetings.
- Track potential edits to the certification program for annual review to ensure continuous quality improvement.

### Pyramid Network Support

- Support data collection, analysis, and reporting to ensure meaningful impact and evaluation.
- Assist with coordination and implementation of professional development events and meetings.
- Create and/or disseminate resources, templates, tools, and materials as needed.
- Contribute to communications efforts such as newsletters, blog, email blasts, social media, etc.
- Provide individualized technical assistance related to delivery of Pyramid Model training, coaching, and use of observation tools.
- Conduct community outreach to build awareness about HCCC, Pyramid Model, and Facilitator Certification.
- Participate as an active member on 1-2 Pyramid Network Hub workgroups.
- Perform other duties as assigned.

### Experience, Skills, and Qualifications

Eligible applicants have two or more years of experience with Pyramid Model implementation at the program, community, or state level and hold the following credentials:

- Level II or higher in the Early Childhood Professional Credential
- Trainer and/or Credential from PDIS
- TPOT and/or TPITOS Reliability
- Certified Pyramid Facilitator OR previous Pyramid Plus Center Certified Coach & Trainer
- Bachelor's degree and previous experience working in child care, early childhood, community organizing, or public health systems is preferred.

Be aware of and act in accordance with the National Association for the Education of Young Children (NAEYC) [Code of Ethical Conduct](#) and the [Supplement for Adult Educators](#)

# HEALTHY *child* care COLORADO

*We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.*

## Knowledge

- Experience and understanding of the TPOT and/or TPITOS observation tools, Pyramid Model implementation at the universal, targeted, and intensive intervention levels.
- Knowledge of and experience with the Colorado Competencies for Early Childhood Coaches and Colorado's Core Competencies for Trainers.
- Working knowledge of program planning, data collection and utilization, training and coaching, reflective practice, continuous quality improvement, etc.
- Knowledge of requirements and best practices related to early care and learning settings, child development, and social and emotional well-being.
- Knowledge of equity, diversity, inclusion concepts; the social determinants of health; language equity; disparities in health and early childhood outcomes.
- Understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Demonstrated knowledge and experience in developing leaders and supporting the practice of geographically dispersed individuals doing similar work.
- Awareness of strengths, challenges, and needs in the early childhood field.
- Proficiency with online meeting platforms and Microsoft Office Suite.

## Skills

- Ability to work collaboratively with diverse populations, communicating tactfully and effectively.
- Anticipate glitches; check in with the team to gauge progress and identify necessary corrections.
- Ability to identify opportunities to streamline activities to ensure efficiency and sustainability.
- Strong attention to detail and commitment to a high standard of quality.
- Dependable and able to manage multiple projects, tasks, communications, and timelines.
- Ability to make decisions, give clear guidance, and keep projects moving forward.
- Ability to organize and prioritize tasks and activities, adhering to timelines and emergent needs.

## Personal Qualities

Friendliness, authenticity, an ease in interactions with internal team members and the public; ability to maintain confidentiality; flexibility and adaptability to changing priorities and projects; positive attitude



toward early childhood and health activities; alignment with organization's values; ability to work as a member of a team and ask questions to understand the work more deeply.

- Demonstrated practices of teamwork, respect, integrity, innovation, and ongoing commitment to personal and professional development.
- Models and espouses the values of the organization, including participative management, excellent customer service, teamwork, collaboration, and respect for diversity.

## Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to see, talk, and hear. The employee frequently is required to work on a computer for reading, writing, and virtual meetings. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the physical office environment is usually low to moderate. Occasional travel throughout Colorado and nationally may be required.

## Compensation

The salary range for this position is \$21,000 - \$28,000.

## Apply

Send a letter of interest, résumé, and bio (no pictures) via email with the subject line "Pyramid Specialist" to [jobs@healthychildcareco.org](mailto:jobs@healthychildcareco.org)

*Healthy Child Care Colorado does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.*