



1130 N Eglin Pkwy  
Shalimar, FL 32579

## Early Education (EE) Specialist

**Description:** *POSITION OBJECTIVE*

Provide Early Education services and support to childcare providers and families within Okaloosa and Walton Counties in support of State and Coalition initiatives.

**Duties:** *ESSENTIAL FUNCTIONS*

- Ensures compliance with all relevant Federal and State grants, contracts, policies, agreements, and plans;
- Assists providers in meeting the educational requirements of the School Readiness (SR) and Voluntary Prekindergarten (VPK) contract;
- Assists in planning early childhood conferences;
- Assists with the CLASS training plan;
- Assures all SR programs receive materials required to implement the screening process;
- Conduct provider training using CLASS as the foundation;
- Conducts post assessment program reviews and develops quality improvement plans;
- Develops and conducts in-service trainings designed to improve child care program quality;
- Implements CLASS requirement with providers servicing infants/toddlers, PreK and children with disabilities, as assigned;
- Maintains tracking system for annual developmental screenings of children ages birth to five;
- Refers children to appropriate community resources for further evaluations, as needed;
- Trains child care provider and Parent Service Specialists in the appropriate use of the designated screening tool;
- Validates low scores in two developmental areas and develops individual plans for improvement;
- Attends statewide inclusion training, as assigned;
- Assists Family Service staff with families in need of referrals for children with special needs, as assigned;
- Participates in community partnerships relating to issues involving children with special needs, as assigned;
- Provides group trainings to child care providers and parents on topic relating to disabilities/special needs inclusion care, as assigned;
- Provides individualized technical assistance to child care centers and family childcare homes serving children with disabilities and/or special needs, as assigned;
- Serves as a liaison between child care providers offering special needs care, parents, and community partners, as assigned;
- Work with Parent Service Specialists in the evaluation of ASQ's;
- Coordinates the selection and distribution of education materials for programs;
- Participates in quarterly ELC-EC Early Childhood Provider meetings;
- Completes PAR forms, monthly;
- Produce and review standards and requested reports;
- Maintains required documentation related to the Early Learning Coalition of The Emerald Coast (ELC-EC) Grant Award and work plan requirements;
- Assists in development and implementation of goals, policies, priorities and procedures relating to assigned department;
- Understands and applies activity to appropriate funding sources and Other Cost Accumulators (OCAs);
- Maintains and updates position manuals, as directed;
- Provides audit support; and,

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- Participates in ELC-EC staff trainings and activities, as assigned.

This list of essential functions is not intended to be inclusive. The ELC-EC reserves the right to revise this job description as needed.

### **Qualifications:** *MINIMUM QUALIFICATIONS*

#### *REQUIRED:*

- Associate's/Bachelor's degree in Early Childhood Education, Child Development, Special Education or related field and/or three (3) years' experience working in an Early Childhood program setting;
- Proficiency in Microsoft Office Suite.

#### *PREFERRED:*

- Bachelor's/Master's degree in Early Childhood Education, Child Development, Special Education, or related field;
- Five (5) years' experience working in an Early Childhood program setting;
- Completed CLASS Observation and/or Making the Most of Classroom Interactions (MMCI) Training;
- Completed CLASS Observation Train the Trainer Training;
- Intermediate or Advanced Microsoft Office skills.

#### *KNOWLEDGE, SKILLS AND ABILITIES:*

- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels;
- Ability to follow oral and written instructions;
- Ability to work under pressure and meet deadlines;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to perform mathematical calculations;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Ability to read, understand, and apply appropriate rules and regulations;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal, communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks;
- Ability to work with minimal or no supervision; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.

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- Other** • Maintains confidentiality with highly sensitive information;
- Requirements:** • Attends work related staff meetings and workshops as directed;
- Participates in ELC-EC collaborative efforts as needed;
  - Follows the ELC-EC policy and procedure on reporting abuse and/or neglect;
  - Promotes and follows safety policies in the workplace;
  - Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
  - Must maintain Level II Background Screening;
  - May be subject to drug tests;
  - Maintains a professional, well-groomed appearance;
  - Enhances the organization's reputation by accepting ownership for accomplishing new and different requests;
  - Explores opportunities to add value to job accomplishments, and;
  - Contributes to team effort by accomplishing other various duties as assigned.
- Physical Demands:** • Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear;
  - Must be able to lift and/or move up to 20 lbs; and,
  - Specific vision abilities required by this job may include close vision and ability to focus for long periods of time.
- Work Environment:** • Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- May be exposed to outside weather conditions;
  - Temperature in the buildings may fluctuate;
  - Children are present during normal operating hours; and,
  - May require overnight travel.

Pay is \$15.75/hr. Please email resume to [HR@ELC-EC.ORG](mailto:HR@ELC-EC.ORG)