



1130 N Eglin Pkwy
Shalimar, FL 32579

Title: Early Education Specialist
Starting Pay: \$15.75 / Hourly
Job Status: Non-exempt
Reports to: Chief Operation Officer

SUMMARY OF RESPONSIBILITIES:

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

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,
- 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.

Other Requirements:

- Maintains confidentiality with highly sensitive information;
- 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.

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.

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.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to find, handle, or feel and reach with hands and arms. The employee is also required to sit at a desk and use a computer. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job includes close vision and ability to adjust focus. The noise level in the work environment is usually quiet, but noise levels at community events may be higher. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Employee

Printed Name: _____ Date: _____

Signature: _____

Supervisor

Printed Name: _____ Date: _____

Signature: _____