



Early Learning Coalition of Lake County

Early Education Specialist

DEFINITION

The Early Education Specialist reports to the Quality Operations Director and is responsible for administrating on-site program assessments using the approved assessment tool. They are responsible for providing training and technical assistance to early learning providers and assist with the enrollment, assessment and implementation of the Coalition's Quality Rating Improvement System.

ESSENTIAL JOB FUNCTIONS

Responsibilities include but are not limited to the following and are under the direction of the Quality Operations Director.

- Conduct assessments and prepare improvement plans based on assessment results;
- Conduct Materials Checklist, Assessments or Health and Safety Checks for new providers to gain a SR contract;
- Provide technical assistance to assigned early learning providers with regard to noted areas of development identified during program observations;
- Conduct site visits or other technical assistance services to child care providers as needed and required to upgrade quality of care and/or to meet standards;
- Model appropriate staff-child interactions while providing on-site observations and feedback;
- Assist the Quality Operations Director with implementation of the QRIS;
- Delivering age-appropriate resources, materials and equipment as needed to contracted centers
- Maintain files of correspondence, records, and reports in accordance with appropriate retention schedules; maintain confidentiality of sensitive information and safeguard all client information to ensure compliance with confidentiality policy and procedures;
- Prepare reports as required by the Quality Operations Director;
- Initiate, develop, and conduct trainings in areas related to early childhood education at child care sites, Coalition workshops/trainings and community conferences;
- Participate in Coalition and/or community outreach services/events as required;
- Assist the Quality Operations Director in implementing special events;
- Maintain the Resource Room with the assistance of other Early Education Specialist staff;
- Report observations of abuse, licensing and discrimination according to state and the Coalition's policies;
- Report problems and sensitive inquiries to the Quality Operations Director.

OTHER JOB FUNCTIONS

- Attendance and participation in professional conferences, training, statewide and regional meetings, and other related events as it pertains to the position;
- Work harmoniously with early education providers, Coalition members, school readiness agencies, and Coalition staff;
- Other duties or responsibilities as requested.

QUALIFICATIONS

Ability to:

- Ability to work independently. Ability to work with other staff members;
- Experience in working with the public and handling sensitive situations appropriately;
- Hold membership in a professional Early Childhood Association;
- Work with people from various multi-cultural backgrounds and socio-economic levels;
- Be courteous, flexible, reliable, and responsive.

Knowledge of:

- DCF standards for child care providers - Florida Chapter 65C -20 and 22;
- Child development and parenting issues of the birth to school age populations;
- Developmentally appropriate curricula such as Creative, DLM, High Scope, and others;
- Moderately complex job skills including computer knowledge in Microsoft Office software.

EDUCATION AND EXPERIENCE

AA or BA in Early Childhood with two years experience in early childhood service setting preferred. CDA and/ or five years experience working with children and parents required, with enrollment to continue education in early childhood. Qualified candidates will possess strong written and verbal communication skills and a moderate to high level of autonomy. Qualified candidates will be able to demonstrate excellent organization skills and able to multitask.

TRAVEL

May be required to use his/her personal vehicle for out-of-office travel, and is reimbursed for such use at the prevailing rate. Proof of current auto insurance required.

BACKGROUND CHECK

A local and state FDLE background check will be completed. ELCLC is a drug-free workplace. Drug screening may be required prior to employment.

WORK SCHEDULE

40 hour work week. Days and times may vary dependent upon the needs of the program.

PHYSICAL REQUIREMENTS

Must be able to lift up to 25lbs in order to meet the day to day requirements of the job. Must be able to sit for long periods of time with occasional times of standing and/or walking.