



Smart Start of Davie County (SSDC) Position Description

Title: Early Childhood Education Specialists

Direct Supervisor: Executive Director

Supervises: None

Qualifications:

- Bachelor degree in early childhood education or related field, child development, or human services from accredited college
- Minimum of four focused semester hours or 5 years' experience in as an early childhood professional
- Level 11 Early Care & Education Certificate required
- TA or PD Endorsements or willing to obtain within the first year of employment
- CSEFEL/SEFEL/Pyramid model training
- Three years successful leadership in Early Care and education, experience in evaluating, supervising, mentoring/coaching teachers preferred.
- Knowledge of child development and learning
- Ability to build on strengths of teachers
- Evidence of innovation as an Early Childhood educator/professional
- Knowledge of Child Care license ratings for centers
- Ability to teach/train
- Ability to present information clearly in writing and orally
- Ability to adapt to and support a changing work environment and new demands.
- Possess integrity, trustworthiness, dependability
- Professional image (appearance, speech, and behavior)
- Proficient in Microsoft Office tools
- Service/customer oriented
- Attention to detail
- Ability to think strategically and critically
- Ability to work independently and collaboratively with others (team player)
- Ability to work under pressure and meet deadlines
- Ability to operate business office equipment (personal computer, telephone, copier, fax, postage meter, etc.)
- Maintains a valid driver's license and reliable transportation
- Ability to lift up to 25 pounds

Basic Function of Position:

This person will work cooperatively with the Executive Director and the SSDC Board of Directors to develop and promote programs and services improving the education, care, and preparation of young children for success in school. Position will work with Childcare providers and directors to offer support in Technical Assistance to improve or maintain quality. Position will oversee all Literacy programs and the Early Childhood Resource Center (lending library).

Specific Duties:

Technical Assistance in Centers

- *Schedule and conduct on-site visits to area childcare centers and family childcare homes to offer on-site training, technical assistance, and consultation services*
- *Conduct assessments of childcare centers to determine success factors and assess readiness to receive quality improvements/maintenance technical assistance services and develop Quality Improvement Plan based on needs assessment*
- *Teacher mentoring and coaching, including modeling lesson plans and classroom management and aligning methods to NC Foundations*
- *Demonstrate working knowledge of ITERS & ECERS*
- *Knowledge of Environmental Rating Scales and utilizing knowledge to help centers improve quality*
- *Ability to offer guidance / strategies for behavior issues in classrooms*
- *Oversee and schedule monthly/annual continuing education trainings for childcare professionals*

Oversee Early Education Resource Center (lending library)

- *Connect early childhood professionals to the Early Childhood Resource Center (ECRC) and to other local, regional, and statewide early childhood resources and systems as needed*
- *Keep our ECRC up to date with current tools and resources, including but not limited to, keeping educational kits updated and inventoried with age appropriate contents and maintaining library of resource books*

Literacy Coordinator

- *Serve as the primary liaison for all literacy programs including (but not limited to) Reach Out and Read (ROR) and Dolly Parton Imagination Library Program (DPIL)*
 - *For ROR - program coordinator working with medical practices that offer the program.*
 - *Annual visits with ROR providers and collect data*
 - *Order age appropriate books and maintain inventory for providers*
 - *For DPIL oversee database for this free book program and market this to all children in community*

Grant Writing / Resource Development

- *Occasionally work to secure additional funding for books or educational supplies for programs, which may include pulling data for programs, writing grants, or presenting information to groups or individuals about the programs you oversee*

Administrative duties

- *Prepares activity descriptions for inclusion in contracts and agreements with service providers for any early education program (ie annual contracts for ROR providers, annual contracts for trainers)*
- *Develops and promotes new services that will meet the needs of children (0-5) and their families in Davie County based on community need and input and in conjunction with committees of the SSDC and the Executive Director*
- *Manages programmatic scope changes for early education and literacy programs.*
- *Other administrative tasks as needed for the organization*

Board & Committee Support, Strategic Planning, & Reporting

- *Provides program information to Board of Directors and committees on program issues and early childhood education initiatives and recommends changes to contracts as needed to improve services to young children*
- *Work on the portion of the strategic plan that includes Early Education Programs and Initiatives*
- *Assures compliance of programmatic standards regarding best practices, referencing evidenced based evidence informed outlines, regulations, etc.*
- *Measures outputs and outcomes against goals for Early Education Programs and utilize valid assessment tools*
- *Track all activities, record and maintain information and data for annual audit review.*
- *Conducts surveys of participant success and satisfaction*
- *Provides quarterly and end of year evaluation summaries for early education and literacy programs.*

Community Collaboration

- *Promotes collaboration among service providers and other community groups*
- *Promotes and improves collaboration and facilitates the involvement of all providers of early childhood education and childcare*
- *Provides information to the community and childcare providers on government initiatives, measures, of quality, and early childhood research*
- *Cultivate relationships with all childcare providers and directors*

Other Duties as assigned by the Executive Director or as needed to promote and foster the mission of SSDC