



EARLY LEARNING COALITION OF OSCEOLA COUNTY

EARLY EDUCATION SPECIALIST JOB DESCRIPTION

SALARY RANGE: \$32,000 - \$41,000

REPORTS TO: Operations and Program Officer

GENERAL DESCRIPTION: Plan and implement strategies to strengthen early childhood teaching skill sets and classroom environments by providing training, technical assistance and support to early childhood educators. Provide technical assistance and support to center directors and/or FCCH owners/operators as identified.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the development and implementation of quality initiatives designed to increase school readiness best practices in early education settings
2. Provide technical assistance and ongoing support to early childhood educators to maximize the implementation of authentic learning activities and creative use of early education materials, implementation of effective teaching strategies to maximize teacher-child interactions and enhance teacher knowledge and skills in the evaluation of child progress
3. Support and assist early childhood educators in identifying specific needs of children, developing educational plans, and referring children for further evaluation when necessary
4. Provide staff development trainings for center directors/administrators and early childhood educators
5. Develop and implement parent education trainings, workshops and/or initiatives
6. Participate in the selection of instructional materials appropriate for early learning classrooms
7. Compile longitudinal data on students who participate in targeted early learning quality initiatives
8. Assist with planning and implementation of the Coalition' Annual Early Educator's Conference
9. Provide technical assistance to Voluntary Pre-Kindergarten providers on probation (POP)s, as assigned
10. Provide technical assistance and support to early educators participating in statewide quality initiatives, as applicable
11. Attend community events as identified
12. Coordinate special projects as assigned
13. Other duties as assigned

{Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.}

[This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.]

MINIMUM REQUIREMENTS:

Candidate must possess:

1. Bachelor's degree in Early Childhood Education or related field preferred
2. A minimum of three (3) years successful teaching experience and one (1) year experience as a grade-level chair person, team leader, or resource teacher OR five (5) years early learning classroom experience working directly with children
3. Demonstrated knowledge and experience in curriculum writing and coordination within an early childhood program



4. Knowledge of general office equipment including copier, fax, and computer
5. Proficient skills in the use of Microsoft Office including Word, Excel, Power Point and Outlook
6. Ability to develop and maintain effective records practices
7. The ability to multi-task and meet aggressive deadlines
8. Strong oral, written and presentation skills
9. Strong communication and problem solving skills
10. Professional appearance and presentation
11. Professional and courteous attitude
12. Certified CLASS Observer (strongly preferred)
13. Certified MMCI Trainer (preferred)
14. Bilingual in English and Spanish (strongly preferred)
15. Proficient skills in the use of Microsoft Publisher (preferred)

Candidates must demonstrate:

1. The proven ability to cultivate relationships with early childhood teachers and directors, flexibility to implement different strategies to maximize success and effect change
2. The ability to work independently, establish priorities and manage deadlines, multi-task and work in a fast-paced environment; and work flexible hours
3. The leadership ability to motivate and inspire others to embrace and support the Coalition's mission, develop and achieve desired goals

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

1. Possession of a valid Florida Driver's license and daily access to reliable transportation to and from work and for local work-related travel.

ESSENTIAL PHYSICAL SKILLS:

1. Ability to operate a computer for extended periods.
2. Ability to sit for extended periods while performing job functions.
3. Ability to stand for extended periods while delivering training content
3. Must be able to assist with lifting heavy boxes occasionally.

ENVIRONMENTAL CONDITIONS:

1. Office environment
2. Early education centers and family child care homes
3. Weekend and after hours required

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

EMPLOYEE:

NAME **DATE**

SUPERVISOR: _____