

Position Title: Career Pathways Advisor
Department: Quality
Hiring Range \$32,000-45,000
FLSA Status: Non-Exempt
Reports to: Chief Program Officer Quality
Created by: Susanna Wong-Jans
Created on: 03/8/2022
Approved by: Amanda Kelkenberg
Approved on: 03/14/2022

GENERAL DESCRIPTION:

1. Identify and recruit currently employed early education teachers on tract to receive a CDA
2. Evaluate each teacher's existing professional development to create individualized professional development plans that consider existing professional development and extends upon that professional development to complete the 120 required clock hours for CDA credentialing.
3. Implement a care coordination approach to eliminate barriers that working adults face related to childcare needs, lack of transportation, access to health insurance, food insecurity, language, and literacy needs, etc.
4. Access CLASS assessments to set individual advising goals over a 4-6-month period
5. Develop and provide hosting opportunities for Communities of Practice (COP's) to support the development of competency goals, the required resource files, and preparing for the examination and final CDA observation
6. Provide supports in English/Spanish, increasing equity in a highly diverse community
7. Develop processes that increase awareness of career pathways opportunities in Early/Elementary Education
8. Create outreach materials promoting the value of early learning and career pathways potential in the field
9. Advise ECE professionals on the next steps toward completing CDA credentials

ESSENTIAL JOB FUNCTIONS:

1. Maintain ongoing communication with the early education teachers via email, phone calls, mailings, face-to-face, etc. to ensure up-to-date information is provided regarding early learning credentialing requirements, available professional development, and general announcements, etc.
2. Generate and/or oversee correspondence to early education teachers regarding program coordination and professional development requirements as identified.
3. Create individualized professional development plans for ECE teachers. Evaluate individualized professional development plans to determine credentialing needs.
4. Serve as a CDA specialist and teacher mentor in order to advise on next steps toward credential and future education goals.

General Requirements

1. Act in accordance with agency vision and mission
2. Attendance and participation in professional conferences, trainings, statewide and regional meetings, Coalition meetings, and other events as identified
3. Work harmoniously with coalition members, and coalition staff, early education care agencies and the community at large as appropriate
4. Assists Chief Programs Officer and /or Program Services Manager with special projects as identified
5. Other duties as assigned

{Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity workplace 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:

