

POSITION DESCRIPTION

Title:	Early Education Specialist		
Department:	Early Care & Education		
Direct Supervisor:	Early Education Manager		
Home Office:	<input checked="" type="checkbox"/> Statesville	<input type="checkbox"/> Mooresville	<input type="checkbox"/> Remote
Classification:	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
FSLA Status:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
Salary Grade:	Grade 16 (\$43,676 - \$61, 855)		Hiring Range (\$43,676 - \$52,765)

Primary Purpose of Position:

The Early Education Specialist is responsible for providing technical assistance, mentoring, coaching, and consultation to improve and/or support developmentally appropriate experiences for young children by supporting, informing, and building the knowledge and skills of early childhood educators and program administrators.

Duties and Responsibilities:

Technical Assistance

- Provide orientation and training for early childhood educators describing the technical assistance process, expectations, training and resources available.
- Schedule and conduct on-site visits to area child care centers to offer on-site training, technical assistance and consultation services.
- Conduct assessments of child care centers to determine success factors and assess readiness to receive quality improvement/maintenance technical assistance services.
- Develop a Quality Improvement/Maintenance Plan based on needs assessment information.
- Connect early childhood educators to the Early Learning Resource Center and other local, regional, and statewide early childhood resources and systems, as needed.
- Maintain familiarity with NC Child Care Requirements about the education standards component of the rated license to offer technical assistance that enables providers to meet higher licensing standards through professional development.
- Track all technical assistance activities, record and maintain information and data.
- Generate reports, provide feedback on outcomes, identify barriers, solutions, promising practices and make recommendations.

Knowledge of Licensing/Sanitation Requirements and Environmental Rating Scales

- Demonstrate a working knowledge of NC licensing requirements.
- Demonstrate a working knowledge of NC sanitation requirements.
- Acquire and maintain proficiency in Environmental Rating Scales and/or other assessment instruments and assist early childhood educators in utilizing them for quality improvements in their classrooms.

Classroom Management

- Provide assistance with developmentally appropriate room arrangement.
- Assist in effectively managing daily routines and schedules.
- Offer guidance/strategies for behavior issues in the classroom.
- Refer to and coordinate with the Regional Healthy Social Behaviors Coaches and Birth-to-Three Quality Specialists, as needed.

Developmentally Appropriate Practice and Planning

- Apply appropriate theories and resources to support growth.
- Assist early childhood educators with establishing a developmentally appropriate learning environment.
- Assist early childhood educators in developing positive communication practices with families.
- Review lesson plans to ensure alignment with NC Foundations.

Modeling Professionalism

- Follow established professional, ethical, and legal standards including maintaining confidentiality of children and families at all times.
- Apply and model objective observation, interviewing, and assessment.
- Employ culturally sensitive practices.
- Model and encourage reflective practice.

Team Relationships

- Use relationship-based principles to establish and foster strength-based relationships with early childhood educators.
- Use appropriate conflict resolution strategies to maintain a positive working relationship.

Professional Development

- Refer to and coordinate with the Regional Professional Development Specialist to address professional development plans and individual goals.

Workshops and Specialized Trainings

- Develop and provide trainings to early childhood educators.
- Provide specialized trainings in coordination with Region 9 CCR&R and DCDEE, as requested.

Evaluation

- Utilize evidence-based, reliable, and valid assessment instruments.
- Develop measurable outcomes and methods for measurement.

Other Duties as Assigned

- Perform other duties as necessary to promote and foster the mission of ICPYC.

Qualifications/Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and meet the requirements listed below.

- Must pass a criminal background check and credit check.
- Must have reliable transportation and valid driver's license.
- Occasional evening, early morning, and/or weekend hours required.
- Local travel is required.

Education and/or Experience:

Bachelor's degree in a field related to early childhood education, child development, or human services from an accredited college or university, plus or including at least 18 birth to five focused semester hours, and four (4) or more years' related experience as an early childhood professional required. Must currently hold a minimum of a level 11 NC Early Care and Education Professional Certification (EEC) with TA and PD Endorsements or be willing to obtain within a year of employment. Equivalent combination of education and experience considered.

Knowledge and Abilities:

- Understanding of current theory and practices of group child care and best practices for children.
- Knowledge of Child Care regulations, from the North Carolina Division of Child Development.
- Familiarity with Environment Rating Scales (ITERS-3 & ECERS-3).
- Knowledge of T.E.A.C. H. and W.A.G.E.\$.
- Proficiency in Microsoft Applications.
- Ability to present information effectively in writing and orally.
- Ability to effectively present information to small groups, top management, and/or boards.
- Ability to communicate and work effectively with people from diverse backgrounds.
- Ability to adapt to and support a changing work environment and new demands.
- Attention to detail, and compliance with rules, regulations, and deadlines.
- Ability to assess and report on compliance and quality.
- Ability to write reports and present findings.
- A high level of organizational and interpersonal skills.
- Ability to work independently and as part of integrated team.
- Ability to lift up to 40 pounds.