

Job Description

Enrichment Services Program, Inc.

Job Title: Education Specialist (birth to 5 yrs)

Department: Early Childhood & Family Services

Classification: Exempt

Job Reports To: Early Childhood Development Manager

Job Summary:

Incumbent supports the provisions of services outlined in the Performance Standards and for accomplishing the goals and objectives established in the Education service area. Such support includes but, is not limited to, providing training and technical assistance to child development staff, and monitoring and evaluating delivery of education.

Major Responsibilities/Activities:

- Compile and analyze data on children's progress in each of the 8 Domains of learning and development.
- Manage service agreements.
- Monitor outcomes of educational services, and the development and implementation of strategies that will result in the improvement of these outcomes.
- Participate in the development of plans for educational services and facilitation of the implementation of these plans.
- Prepare and submit regular reports to the Early Childhood Development Manager on the progress of objectives established by Enrichment Services Program, Inc. for the educational service area.
- Responsible for providing training to new staff on developmentally appropriate practices.
- Monitor child outcomes.
- Collaborate with mentor or peer teachers to provide support to center teaching staff.
- Track the progress made towards education mandates for teaching staff.
- Provide In-service and Pre-service training.
- Regularly read appropriate material to maintain knowledge of current laws, rules, regulations, and administrative guidelines, relating to Early Head Start & Head Start.
- Order supplies as needed to assess child outcomes.
- Help to facilitate the Education Advisory Committee.
- Monitor classrooms on an ongoing basis.
- Monitor compliance in all areas as designated by the Monitoring System.
- Perform root cause analysis and develop strategies to correct areas of non-compliance.
- Ensure generation of In-kind donations.
- Performs other duties and responsibilities as directed by the Early Childhood Development Manager.

Minimum Requirements:

- Bachelor of Science Degree (B.S.) in Early Childhood Education, Child Development, Elementary Education or related field.
- Minimum of two years experience working in an early childhood education setting.
- An equivalent combination of education and experience will be accepted.

Essential Mental Functions:

- Knowledge and ability to demonstrate good communication, problem solving, planning and facilitation skills.
- Possess the skills necessary to identify, plan and conduct/facilitate training and technical assistance.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Acknowledged by _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.