

### JOB DESCRIPTION

**Title:** Early Childhood Program Specialist

**Salary:** \$20.00 - \$28.00

**Status:** Non-Exempt

**Reports to:** Lead Early Childhood Specialist

#### **Summary of Responsibilities:**

This is a highly responsible and professional position tasked with ensuring the accuracy of School Readiness (SR) and Voluntary Prekindergarten (VPK) Provider records and contract compliance. The position will also be responsible for providing support to the Early Learning Specialists and providing technical assistance, as needed. The position requires individuals possessing exemplary interpersonal skills, a professional demeanor and attention to detail.

A large part of our organizational duties pertains to outreach which consists of assisting families in the office and families in our communities. Therefore, participation in our outreach events is required of all employees. This not only helps our families but builds our efforts as a united team at the ELCIRMO (Early Learning Coalition of Indian River, Martin, and Okeechobee Counties).

#### **Essential Job Functions:**

- Provide support for the Early Learning Specialists
  - Create and track purchase orders needed for the program.
  - Maintain inventory needed to deliver professional development and to support early learning providers.
  - Coordinate, create and deliver information to providers and teachers to support the work of the team.
  - Prepare reports as needed for the Children's Services Council and ELC
- Data Management
  - Coordinate Class Score observations with the Provider Services Department
  - Provide analysis of Class Score components and data driven recommendations for providers
- Develop a pool of individuals qualified to substitute in all age levels of childcare, including but not limited to, ensuring compliance with background screening and DCF requirements and creating and maintaining a system to track time of the substitutes and other grant requirements.
- Track DCF violations in the DCF CARES (Department of Children and Families Childcare Administration, Regulation and Enforcement) System related to substitutes.
- Serves as a customer service role model to ensure positive relationship between all stakeholders.

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related, or a logical assignment to the job.

**Essential Knowledge, Skills and Abilities:**

- Ability to understand and apply applicable rules, regulations, policies, and procedures.
- Stays abreast of all local, state, and federal rules & regulations relating to SR & VPK.
- Basic computer skills, further knowledge of Microsoft Office suite required.
- Knowledge of office procedures and equipment including the application of electronic data processing and working in a web-based environment.
- Attention to detail and a high degree of organization are required.
- Ability to express ideas effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with clients, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability.

**Qualifications:**

- Associates degree with 3 years relevant experience is preferred, and/or equivalent work experience with a combination of directly related education, training, and/or direct experience working in a social service setting. Additional college coursework is preferred.
- Must possess valid Florida driver's license with no record of criminal driving offense or license suspension.
- Must successfully complete the required background screening.

**Essential Physical Skills:**

- Ability to sit at a desk for extended periods of time while performing job functions.
- Ability to operate a keyboard, or similar data entry device for extended periods.
- Frequently required to use hands to finger, handle or feel and arms to reach for items.
- Ability to bend, kneel, and stoop for retrieving supplies or miscellaneous items.
- Must possess auditory, verbal, and visual capabilities to adequately communicate via phone and in person.
- Must be able to lift, push, pull and carry up to 15 pounds.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**Environmental Conditions:**

- Office environment with occasional increased noise levels
- Occasional outdoor events

EOE/DFWP

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Employee Signature & Date

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Supervisor Signature & Date