

JOB DESCRIPTION

Title: Early Childhood Specialist
Salary: \$61,000 - \$68,000 (grant funded)
Status: Exempt
Reports to: Lead Early Childhood Specialist

Summary of Responsibilities:

Develops and delivers high quality professional development for the Birth to 5 workforce, including teachers, directors and other professionals supporting them to increase knowledge and skills to guide and promote quality Birth to 5 group care in support of early learning and development.

Performance Measurements:

TBD based on continued conversations with CSCMC and ELC staff.

Essential Job Functions:

- Deliver high quality professional development focused on supporting early learning and development in Birth to 5 group care, for infant toddler teachers and directors as well as other technical assistance/professional development professionals.
- Work collaboratively with consultants, technical assistance personnel and local agencies and groups working on Birth to 5 issues countywide, as well as the state team of infant-toddler specialists and project managers to achieve goals of the project and ensure successful evaluation.
- Work collaboratively with partners including community colleges, CCR&Rs to coordinate, advertise and deliver professional development events that meet the needs of the local workforce.
- Promote awareness of the availability and resources to the Birth to 5 technical assistance specialists to childcare providers and intermediary agencies.
- Participate in comprehensive training offered for Birth to 5 teachers as directed.
- Participate in a project evaluation plan, including data collection and quarterly reporting.
- Understand FL Early Learning & Developmental Standards and how to effectively implement curriculum in the early care and education system.

The duties and responsibilities list 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 identify and effectively communicate to classroom teachers the steps necessary to increase language development in young children.
- Knowledge of early language and early literacy best practices
- Knowledge of early childhood best practices
- Knowledge of and familiarity with the Classroom Assessment Scoring System (CLASS) tool
- Intermediate computer skills, with working knowledge of Microsoft Office suite

- Knowledge of office procedures and equipment including the application of electronic data processing and working in a web-based environment
- Ability to express ideas effectively verbally and in writing.
- Exemplary people skills and a professional demeanor
- Attention to detail, a high degree of organization, and ability to multitask.
- Ability to work flexible schedule and accommodate occasional late afternoons or evening meetings/trainings.
- Ability to establish and maintain effective working relationships with members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability.
- Ability to effectively deliver large group professional development and community presentations to community partners and stakeholders in person as well using virtual meeting platforms.

Education and Experience Requirements:

- Bachelor's degree in early childhood education or related field. ESOL Certification/Endorsement, at least 6 birth-to-five focused semester hours, and Master's degree preferred.
- At least three years of experience working with Birth to five children and their families or the programs that serve them. Experience with infant and toddlers' programs and childcare administration experience preferred.
- Experience in developing and conducting high quality early childhood professional development, experience developing and conducting distance learning and facilitation of Communities of Practice (COPs) preferred.
- Must possess a valid Florida driver's license with no record of criminal driving offense or license suspension.
- Must successfully complete a background screening.
- Experience working with high need birth to five populations and their families.

Essential Physical Skills:

- Ability to sit for extended periods of time while performing job functions.
- Ability to bend, kneel, and stoop for retrieving supplies and 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.

Environmental Conditions:

- Must be able to acclimate to changing temperatures as position requires both indoor and outdoor settings. Indoor environment with occasional increased noise levels
- This position works a modified school year calendar.

EOE/DFWP

Employee Signature & Date

Supervisor Signature & Date