

JOB SPECIFICATIONS

JOB TITLE: Early Childhood Education Specialist

REPORTS TO: Director of Program Services

SUPERVISES: Program Assistant, ECE Services
Program Assistant, Home Based Services

SALARY RANGE: \$52,745.00 - \$74,957.00

SUMMARY OF JOB: Provide training and technical assistance to all teaching personnel; develops curricula and provides educational resources for staff and parents. Responsible for all aspects of classroom and education program requirements.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Plan, implement and evaluate program activities designed to achieve educational objectives and program performance standards.
2. Update annual education plan involving other Content Area Specialists, Policy Council, parents and center staff.
3. Make recommendations regarding personnel actions for teaching staff in Accordance with agency policies and procedures.
4. Plan the educational program with an interdisciplinary team of staff, parents, and other content area specialists, monitor the implementation of planned activities in accordance with program performance standards.
5. Make recommendations regarding classroom materials, teacher supplies and related supplies and or equipment to be purchased.
6. Assist center supervisors and teaching staff in implementation of the education program.
7. Assist in the design, development and delivery of in-service training programs and orientation for teaching staff.
8. Conduct classroom visits for the purpose of observing classroom activities and provide on-site consultation to teaching staff.

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9. Confer with teaching staff regarding their concerns about specific children; make recommendations to teachers.
10. With the help of a Curriculum Committee, develop and periodically update an overall written plan designed as a carefully organized series of experiences to meet the individual needs of the children.
11. Work with local colleges to provide meaningful courses for teachers of young children.
12. Provide assistance to members of the community who are interested in working with young children.
13. Perform other appropriate tasks requested by supervisor.

QUALIFICATIONS:

Must have a Masters degree in Early Childhood Education, Elementary Education or related field. Must have at least three years experience in teacher training and supervision, knowledge of adult learning and keep abreast of innovation approaches in early childhood education. Must be able to work as part of a team and be sensitive to needs of children and adults.

REQUIREMENTS:

Must have transportation and hold valid driver license; must be of sound physical and mental health.

CLOSING DATE: November 7, 2014

Revised 10/23/2014