


Position: EARLY CHILDHOOD SPECIALIST	Effective Date: July 2019
Service Area: Early Childhood Education	Revised:
Reports To: Director of Early Childhood Education	Approval Signature: 
Classification: Specialist III	Status: Full Time, 12-Months; Not Eligible for Overtime Pay

Position Purpose: Coordinate child development, disabilities and transition services provided to children and Head Start (HS) Center-Based Program by serving as an active team member of the Early Childhood Education team. Provide training and technical assistance and monitoring for staff in the use of a developmentally appropriate, assessment-based curriculum. Assist in the monitoring of all staff directly involved in the education of the children in the implementation of that curriculum. Monitor Head Start Performance Standards and Outcomes in the area of Child Development to maintain high level of quality.

Qualifications

- BS Degree in Early Childhood Education, or closely related field and/or coursework equivalent to a major in Early Childhood Education
- Three (3) years' experience in teaching preschool children.

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- This position requires frequent standing, walking, climbing stairs, including repetitive bending, stooping, crawling, kneeling, sitting on the floor, multiple times daily.
- Must have ambulatory skills to gain access to private homes.
- Ability to tolerate standard cleaning solutions used in the childcare environment such as chlorine bleach.
- Must be able to work a flexible schedule to accommodate the needs of the families served.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to: written comprehension, problem sensitivity, oral comprehension, speech clarity, and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limited to, local, state and national destinations. Travel methods may include personal or agency vehicle, airplane or train.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Adhere to the following: the *National Head Start Act (12/2007)*, the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the *Pennsylvania State Standard System*.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families.
*This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Responsibilities

Training & Technical Assistance / Monitoring

1. Monitor the quality of Early Childhood Education (ECE) and Disability/Child Mental Health services to the HSPPS and the National Association for the Education of Young Children (NAEYC) Standards. Compile and keep current all data required by the *National HS Performance Standards*.
2. Provide technical assistance to Center Managers (CM) and ECD staff.
3. Monitor ECD Staff performance in the HS classrooms and assist the CM with specific recommendations for annual performance appraisal.
4. Provide technical assistance to HS staff in the achievement and maintaining of Keystone STARS and high level of quality deemed by OCDEL and the Office of Head Start.
5. Be knowledgeable of all state and national standards such as PA Early Learning Standards, Child Outcomes, CLASS, ECERS, Keystone STARS and NAEYC; ensuring that ECE staff uphold these standards through monitoring.
6. Facilitate and conduct HS Teacher meetings and trainings, conduct in-services meetings for Teachers and ECE staff throughout the year.
7. In conjunction with ECE Team members, update, order and distribute transition material, forms and supplies for Orientation, P/T Conference and HV. Revise and formulate educational forms and documentation to maintain compliance.
8. Receive and maintain a current PQAS number through PA Keys.
9. Receive and maintain a reliable status in CLASS to ensure high quality monitoring.

Data Management: Collection and Data Entry

1. Adhere to policies and procedures for specific data management in all job responsibilities to perform accurate and timely input/retrieval/monitoring of specific data management systems, including, but not limited to: LCHS email systems, Google Drive/Google Docs, ChildPlus/HS program management software, etc.
2. Complete specific, assigned data entry duties as needed for tracking purposes per the established timeline. Enter necessary information into the data system for PIR at enrollment and end of enrollment and on an on-going basis as services occur.
3. Maintain accurate records as required and meet established time tables for record keeping and reports.

Quality Control

1. Review lesson plans, individualization sheets, IEPs and key experience forms on-site for assigned ECE staff.
2. Review the children’s educational records including home visit forms, assessments, screenings, team meetings and family notes.
3. Make a minimum of one (1) HV/Parent Teacher (P/T) Conference or Orientation visit with selected HS Teachers to ensure quality in the ECD Service area.
4. Assist in the development and implementation of the ECD Integrated Service Plan and annual updates.
5. Complete Program Information Report (PIR) information for all ECD programming including, including State-Funded Operations (HSSAP) and Pre-K Counts.
6. Order supplies and oversee the ordering of consumable materials as necessary for classrooms.
7. Monitor for designated outcomes for ECD services including Disabilities/Child Mental Health and Family Literacy services developed annually.
8. Initiate and maintain the NAEYC process for specified HS classrooms and complete annual updates on existing accredited classrooms.
9. Research Early Childhood Best Practices to maintain quality and train parents/staff as required.
10. Participate in staff CDA renewals and be a CDA Advisor when needed.
11. Provide at least 2 annual trainings for substitute staff on various early childhood topics.
12. Provide new staff training to EC Staffing groups including, but not limited to Associate Teacher, Classroom Aide, and Classroom Substitutes.

Supervisory Responsibilities

1. Responsible for maintaining Early Childhood staffing level; screen resumes/applications and serve on Interviewing Committee as needed.
2. Provide guidance to Early Childhood staff; assign appropriate tasks for the smooth operations of the agency.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is “At Will”.

I agree to follow and comply with this job description and all LCHS policies and procedures.
I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____