

Job Title: Early Childhood Specialist	Reports To: Site Supervisor
Department: Site Administration	Status: Extended Year/Full-Time/Non-Exempt
Location: Site	Updated: August 2023

Position Overview

Responsible for the planning and support of staff competency in implementation of a developmentally appropriate early childhood classroom in order to meet the social, emotional, intellectual, and physical needs of the children. Strengthen the skill sets of staff in high quality adult-child interactions and teaching practices through individual and group modeling, instructing, and training. Serve as a content-area expert within the State of Michigan Licensing Rules and Regulations to assure all rules are being followed and complied with. Assist the site in ongoing daily operations in conjunction with the site supervisor.

Essential Duties and Responsibilities *may include but not limited to the following:*

- Provide classroom coverage to ensure that appropriate licensing ratios are maintained.
- Maintain an orderly, healthy, and safe environment conducive to optimal growth and development of children in compliance with agency, state and federal guidelines and regulations.
- Cultivate relationships with education and site staff to maximize teacher-child interactions and enhance teacher knowledge and skills in the evaluation of child progress and effect change.
- The ability to work independently, establish priorities and manage deadlines, multi-task and work in a fast-paced environment; and work flexible hours.
- Support and assist early childhood educators in identifying specific needs of children, developing educational plans, and referring children for further evaluation when necessary.
- Maintain Inter Rater Reliability in the agency child assessment tool.
- Generates and compiles reports to provide follow-up when required.
- Ongoing observations and data analysis to assess curriculum fidelity, children’s progress, adult-child interactions and support for the classroom environment.
- Proactive and positive approach to behavior guidance by modeling and teaching the HS4KC approved guidance models, including PBIS.
- Model best practices for adult/child interaction, based on the CLASS system.
- Ensure that classrooms are set up to reflect a culturally responsive and high-quality inclusive learning environment, including developmentally appropriate materials and equipment.
- Coordinate and collaborate effectively with agency staff to carry out the goals and meet the needs and expectations of the department and the agency.
- Attend meetings and trainings, as required.

Supervisory Responsibilities

No Supervisory responsibility

Required Education and Experience

- Bachelor's degree or higher with a stated major in Early Childhood Education or Child Development (or) a Bachelor's degree or higher in a child-related field including 18 credit hours in Early Childhood Education or Child Development and 480 hours of experience (or) a Bachelor's degree in any area that includes a minimum of 18 credit hours in Early Childhood Education or Child Development and 1920 hours of experience.
- Must have or complete a minimum of two (2) credit hours in childcare administration within six (6) months of hire in accordance with the Licensing Rules for Child Care Centers
- Knowledge of and experience with Head Start Performance Standards and State of Michigan Child Care Licensing Rules preferred.
- Must obtain and maintain CPR /First Aide within 90 days
- Proficient skills in the use of Microsoft Office

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- The leadership ability to motivate and inspire others to embrace and support the agency's mission, develop and achieve desired goals
- Ability to develop and maintain effective records practices
- The ability to multi-task and meet aggressive deadlines
- Strong oral, written and presentation skills
- Strong communication and problem solving skills
- Certified CLASS Observer
- Technical Expertise

Physical Requirement (Subject to change)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Ability to sit for prolonged periods of time while performing work duties.
- Physical ability to effectively and efficiently operate keyboard and other work-related tools and equipment.
- Visual acuity to effectively read computer screen, reading material, and reports or documentation required per Head Start guidelines.
- Ability to sit, stand, bend, reach, pull twist and turn with sufficient manual dexterity to operate standard office machines, to file, retrieve supplies, perform light cleaning of classroom/office, etc.
- Ability to squat, crawl, kneel and bend in order to speak to children at the child's eye level, to play with the children and to pick up toys and equipment from the floor.

- Ability to raise arms above head and extend arms and legs beyond body.
- Ability to sit in 15-inch chairs.
- Ability to lift and carry twenty-five to thirty (25-30) pounds, if you are required to lift over this amount in a non-emergency situation, you are required to ask for assistance.
 - In some emergency situations you may be required to lift over thirty (30) pounds.
- Ability to hear and listen when a child or another individual is speaking to you both in a calm and excited environment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, please contact the Human Resources Department.