

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Early Childhood Education Specialist

**Pay Table:** Support

**Pay Grade:** 11

**FLSA Status:**

**Job Code:** 867

**Reports to:** Early Childhood Education Manager

### **JOB SUMMARY**

Under the direction of the Early Childhood Education Manager, the Early Childhood Education Specialist is responsible to provide for ensuring compliance and implementation of the Head Start Program Performance Standards. Oversees the supervision of Pre- Kindergarten Instructors and Assistant Teachers.

### **ESSENTIAL JOB FUNCTIONS**

- Supervises the planning and implementation of quality education and teaching.
- Conducts annual and on-going observations, including CLASS, monitoring checklists and evaluations of teaching staff.
- Assures Pre-Kindergarten Instructors are developing children's school readiness skills outlined in the program's *School Readiness Goals*, by planning and implementing individualized learning experiences that support all children's social, physical, cognitive growth.
- Ensures classroom compliance with district policy and the federal Head Start Program Performance Standards.
- Assures the bilingual/bicultural needs of children are met and reflected in classroom activities.
- Provides cultural and linguistic supports as needed to support children's home language and English acquisition.
- Assures record keeping of child observations, assessments, and individual educational plans for each child are maintained and current.
- Assures the physical environment is safe and provides sufficient indoor and outdoor space for children.
- Assures parents are provided multiple opportunities to be engaged in educational activities for their child at home and school.
- Assures Pre-Kindergarten Instructors have needed classroom supplies and materials.
- Assists in planning and implementing individualized professional development opportunities for teaching staff.<sup>3</sup>
- Assists in implementing field trip opportunities for children.

- Assists in planning and implementing parent education opportunities to increase parent's knowledge, skills, and best-practices in child growth and development (these occasionally require evening attendance).
- Assists Early Childhood Education Manager in special projects as assigned.
- Assists in hiring teaching staff.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in Early Childhood Education, Child Development or a degree in a related field.
- Five (5) years of experience related to above tasks.
- Must maintain CLASS certification, renewed yearly.
- CPR and First Aid certification.
- Food Handlers certification.
- Driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively with adults and children.
- Ability to plan and implement quality professional development opportunities for program staff.
- Strong leadership skills; able to actively listen and communicate with others.
- Understanding of the unique needs of the economically disadvantaged and the Head Start Program philosophy.
- Knowledge of typical and atypical development of children ages birth to five (5) years.
- Strong Organizational skills: computer proficiency in Microsoft Word, PowerPoint and Excel spreadsheets; ability to manage large quantities of information.
- Strong interpersonal skills.
- Ability to use small office equipment and computers.
- Ability to prepare purchase orders.
- Ability to manage inventory.
- Ability to make budget recommendations.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, speaking, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*