

POSITION TITLE: Specialist Early Head Start

QUALIFICATIONS: Bachelor's Degree in Early Childhood Education, Special Education, Child Development or related field. Must obtain a Child Development Associate (CDA) credential for Infant and Toddler Caregivers or an equivalent credential within one year of hire. A minimum of two (2) years successful teaching experience in early childhood education is required. Knowledge of theories of child growth and development, early childhood education and family support. Must have experience with organizing, training, directing and supervising. Must have excellent organizational, oral and written communication and supervisory skills. Must have the ability to establish and maintain effective working relationships with others. Must have good skills in operating personal computers and related software. Must be adaptable to changing priorities, have the ability to work independently and/or with minimum supervision, and the ability to effectively handle multiple assignments simultaneously. Must possess a valid Virginia driver's license and use of personal vehicle.

PERFORMANCE EXPECTATIONS: Provides guidance and supervision of Early Head Start Family Providers. Oversees work schedules. Utilizes the EHS Curriculum Implementation Classroom Observation tool, Infant Toddler Environment Rating Scale (ITERS) and Classroom Assessment Scoring System (CLASS) to observe in each EHS classroom and provides feedback. Utilizes the Child Development (CD) Action Form and follow up in a timely manner. Provides assistance and support to EHS instructional staff that performances do not meet the job standards for the CD service area. Identifies training needs that result from program evaluation and on-going observations. Provides and/or arrange for training on the implemented EHS curriculum and assessments. Assists staff in designing and/or using the learning environment. Reviews daily schedules and help the Family Providers achieve a balance of activities in the classroom. Clarifies the role of discipline and help the staff develop skills in promoting self-control and a positive self-image in each child. Reviews weekly lesson plans to ensure that they reflect an understanding of the curriculum and individualization. Convenes regularly scheduled meetings with EHS teaching staff. Plans and assist staff in the implementation of involving parents in the educational program, both in the classroom and in the home. Supervises and evaluate the Family Providers and along with building administration. Provides providers with the necessary screening and assessment documents (Brigance and COR). Ensures that all assessments (COR) are administered and submitted on or before due date. Collects and analyzes assessment (COR) data. Collects, reviews, assign, and tracks all EHS referrals. Monitors follow-up for each referral and ensure all referrals are completed in a timely manner. Communicates the outcome/status of all referrals to all initiators of each referral. Prepares and submits monthly reports to the Lead CD Specialist and identifies progress in achieving program goals. Provide orientation to new staff to familiarize them with the goals and objectives of the program. Reviews EHS child/family files. Ensures that all developmental screenings are conducted within the 45-day mandate. Participates in Class Staffing for each EHS class. Attends in-service training(s), workshops, conferences, (state, regional and national). Performs all other duties as assigned.

GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK: Supervises and provides training to all Family Providers, develops curricular and provides educational

resources for staff and parents. Responsible for all aspects of classroom and child development program requirements. Work requires stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Manager of Head Start

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 115

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt