

Job Title:	Early Childhood Education Instructional Specialist
Grade Level/Terms of Employment:	Grade 123 / 12 Month (260 days) Contract. Position is contingent upon grant funds.
FLSA Status:	Exempt
Work Location:	Chief Academic Office
Immediate Supervisor:	Associate Director of Early Childhood Education

General Description:

The ECE Instructional Specialist provides instructional leadership by building preschool administrator and teacher capacity and understanding of the early childhood curriculum and instructional practices aligned to the Virginia Foundation Blocks for Early Learning. The ECE Instructional Specialist is responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching, and providing non-evaluative feedback to teachers. The ECE Instructional Specialist supports teachers and administrators through the planning, analysis and responding to data, professional development, coaching, and providing appropriately aligned resources to foster student academic success. This is not a supervisory position and does not include evaluation of colleagues.

Essential Duties and Responsibilities:

- Provides technical assistance, training and professional development for preschool teachers across preschool programs (VPI, Head Start, Early Childhood Exceptional Ed (ECSE)).
- Monitors and supervises instructional teams and intervention activities.
- Assists teachers in planning, sequencing, and implementing strategies that support preschool instruction.
- Provides ongoing staff development and technical assistance for teachers and instructional assistants in various skill areas to support the delivery of instruction and increase student kindergarten readiness.
- Observes, models and coaches classroom teachers for the purpose of promoting a school and center-based professional learning community.
- Assesses the needs and skills of teachers and leads on-going and job-embedded professional development.
- Prepares presentations, materials and handouts for staff development and training.
- Distributes appropriate curriculum materials and resources to teachers as needed.
- Assists with maintaining accurate and current inventory records for documentation and compliance.
- Assists in administering and evaluating a variety of standardized and informal assessment measures used to implement the preschool program.
- Collaborates with ECE department of Family Engagement to design parent programs and provide them with information and materials for home use.
- Knowledgeable of data analysis, using data to inform instruction and preparing data reports.

- Attends local, state, and national conferences for educational and professional growth opportunities.
- Performs other related tasks as required.

Qualifications:

- Postgraduate professional license with an endorsement in preschool and a minimum of three years recent successful experience as a lead preschool teacher.
- Excellent oral and written communication, public relations and organizational skills required.
- Bilingual skills to include Spanish are a plus.
- Must be able to provide instructional leadership, professional development and management of the Early Childhood Education program curriculum and methods, and achieve high levels of preschool student performance.
- Knowledgeable of current research and developmentally appropriate preschool practices and ability to create a high quality preschool environment that supports Virginia's Foundation Blocks for Early Learning.
- Experience with administration of literacy assessments, data analysis and using data to inform instruction and monitor student progress.
- Must be able to facilitate teams and work cooperatively with teachers, administrators, parents and community partners across preschool programs.
- Must have extensive knowledge of early childhood development strategies, literacy resources and instructional technology.
- Excellent coaching, problem solving and experience providing professional development and technical assistance to teachers.
- Familiar with strategies and skills related to the Virginia's Foundation Blocks for Early Learning and how curriculum may be organized to teach these standards to diverse learners.
- Must have a comprehensive understanding of preschool.