

POSITION DESCRIPTION

TITLE: EARLY CHILDHOOD EDUCATION PROGRAM SPECIALIST

TYPE: Classified

Reports To: Principal or Designated Administrator

POSITION SUMMARY:

The primary purpose of this position is to collaborate with the designated administrator and classroom staff to provide quality early childhood education programs, while supporting parenting students. The ECE Program Specialist will assure the day-to-day operations are in compliance with Child Care Division (CCD) guidelines and will maintain appropriate records, providing evidence required for CCD licensing assurances, Quality Rating Improvement System (QRIS) documentation and associated grants.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent by OAR 581-37-030.
2. Two-years (72-quarter hours) of post-secondary education; or an Associate's Degree from an accredited college or university; or a passing score on a recognized paraprofessional assessment test.
3. 21 years of age or older
4. Step 9 or higher on the Child Care Division's Oregon Registry. Step 9 is an Associate's degree in a Child Care Division-approved field: Early Childhood Education, Education, Elementary Education, Child Development, Human Growth and Development, Home Economics, Family and Consumer Studies, Child and Family Studies, Special Education. A bachelor's degree in a related field (e.g. psychology, social work, secondary education or sociology) may be considered if a review of coursework indicates sufficient coursework in at least five Core Knowledge Categories. The Core Knowledge Categories are: Human Growth and Development; Understanding and Guiding Behavior; Learning Environments and Curriculum; Family and Community Systems; Observation and Assessment; Diversity, Health, Safety and Nutrition; Special Needs; Personal and Professional Leadership Development; Program Management.
5. At least one year of training and/or experience in the management and supervision of adults.

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Provide support and coordinate community for parenting students.
5. Assist staff with curriculum development and implementation.
6. Collect evidence on the development and implementation of the ECE curriculum.
7. Ensure that required assessments and screenings are completed.
8. Collect evidence on the use of assessments and screenings.

9. Communicate with the parents of children in the infant/toddler and preschool programs, including soliciting feedback on the program.
10. Facilitate self-assessment of the program by staff.
11. Collaborate and coordinate with community partners and organizations.
12. Coordinate with the designated administrator to ensure that the infant/toddler, preschool and parenting student programs conform to district and state regulations.
13. Assure that day-to-day operations are in compliance with the Child Care Division (CCD) guidelines.
14. In coordination with the program secretary, maintain appropriate records, providing evidence required for CCD licensing assurances, Quality Rating Improvement System (QRIS) documentation and associated grants.
15. Coordinate with outside agencies to provide support and guidance to parenting students.
16. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
17. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
18. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
19. Assists parents and community members as needed.
20. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
21. Complies with professional development activities as required by the District.
22. Holds expectations for high performance of self and students.
23. Demonstrates computer literacy and operates software programs as related to job responsibilities.
24. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
25. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
26. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
27. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. Criminal Background Check
2. Food Handlers Card
3. Child Care Division Background Check
4. 18-20 hours of annual training and other professional development as required by the Child Care Division.
5. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
6. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
7. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
8. Possible exposure to bodily fluids due to student or employee illness or injury.
9. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
10. May be required to translate and/or interpret.

11. Occasionally performs other duties as required by supervisor.

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No

If yes, see addendum to Early Childhood Education Program Specialist description.

TERMS OF EMPLOYMENT:

Current work year of approximately 193 days, subject to change. Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date