



JOB DESCRIPTION

EDUCATION & PROFESSIONAL DEVELOPMENT SPECIALIST	FLSA Status: Exempt
Latest Review Date: January 2025	Department: Early Childhood Programs
Effective Date: January 2025	Reports to: Early Childhood Programs Director

POSITION SUMMARY

Plan and implement a comprehensive child development program that meets the Head Start and DHS Licensure regulations. Responsible for coordinating all Head Start employee training and act as resource for staff and families. Assume Center Manager duties for assigned Head Start classroom within 6 months of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Ability to be coordinate and be a successful team member
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Oversee a comprehensive curriculum that enhances children’s development.
- Provide primary supervision at assigned center – assume all Center Manager duties
- Collaborate with Center Managers to provide leadership and support to teaching staff in implementing research based teaching strategies
- Complete curriculum fidelity checks in every classroom and follow up as needed
- Guide and instruct staff on current developmentally appropriate practices.
- Monitor classrooms progress toward meeting School Readiness goals
- Enhance Head Start's capacity to deliver a quality early literacy program to all enrolled children
- Monitor classroom activities to ensure the environment is responsive to the individual child by being respectful of diversity, styles of learning needs and specific interests
- Provide education content area expertise by coordinating with Center Managers and staff in other content areas
- Analyze and aggregate child outcome data, and CLASS scores at least 3 times a year to direct continuous improvement related to curriculum implementation, teaching practices, and professional development.
- Guide staff to enhance the role of the parent as the primary educator their children, promoting and supporting that philosophy
- Ensure that centers have appropriate space, equipment and materials to implement the curriculum
- Communicate effectively with others, including giving and receiving feedback on the quality of services
- Complete CLASS assessments, as needed

- Coordinate the plan of transition for students as they enroll in and transition from Head Start services
- Ensure every student receives 2 Parent-Teacher Conferences and 2 Home Visits per year-using Child Plus to monitor progress
- Plan and coordinate training for new and current staff with orientation modules, in- service and pre-service meetings
- Implement Practice Based Coaching strategies with staff including assessing all staff to identify strengths, areas of needed support, and which staff would benefit from coaching
- Oversee a staff development program to meet the goals of each employee as to the development of their skills and knowledge, fulfill their job responsibilities, and implement content of the Head Start Program Performance Standards
- Assist staff in developing individualized training plans which meet their individual and program goals (CDA, AA, BA)
- Review lesson plans to check for individualization and all required components
- Collaborate with EHS Professional Development Specialist to coordinate training
- Support efforts of NEICAC to enhance the capacity of staff and clients to fulfill the mission and goals of NEICAC and clients
- Develop knowledge of Performance Standards, Federal, State and local regulations relating to specialty area
- Act as state approved Mandatory Reporter of suspected incidents of Child Abuse or neglect

SUPERVISORY RESPONSIBILITIES

Responsible to ensure teaching staff carry out all requirements associated with the Head Start educational component.

Responsible for the overall direction, management and supervision of all component areas in assigned Head Start classroom as outlined in the Head Start Performance Standards and DHS Licensure.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

BA or advanced degree in Early Childhood Education or a BA degree with coursework equivalent to a major in Early Childhood Education with experience in teaching preschool children. Computer experience and/or training also required.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and speak effectively before groups of customers or employees of organization and respond to questions from groups of managers, clients, customers, other employees of the organization and the general public in one-on-one and small group situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES & REGISTRATIONS

Must have valid driver's license and carry NEICAC levels of automobile insurance. Must also be bondable

Complete a physical with a TB screening and have repeated every three years

Must satisfactorily complete criminal records check and repeat as mandated by Head Start & Iowa licensure requirements.

Must satisfactorily complete First Aid, CPR, Mandatory Child Abuse Reporting, Medication Administration, Universal Precautions and any other training required by DHS licensure and/or Head Start Performance Standards

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____

Print Name _____