Community Action Agency of South Alabama

Job Description

Education Specialist

Reports to: Child Development Director  FLSA Status: Non-Exempt

**SUMMARY:** To develop and coordinate a comprehensive educational program which complies with the Federal Performance Standards. To ensure that staff, parents, and volunteers receive instruction in early childhood education. Serves as a Coach to the Head Start and Early Head Start staff.

**ESSENTIAL JOB FUNCTIONS:**

1. Plans and coordinates educational services program for Head Start and Early Head Start.
   a. Advises the Child Development Director in education component planning, development, and operation.
   b. Makes periodic visits to the centers for monitoring the teaching staff and the education program operations.
   c. Maintains a program curriculum to include major themes and related activities for the classroom to include outcomes for children as designated in the Performance Standards.
   d. Acts as an advisor for all staff, parents, and volunteers concerning early childhood education and supervision.
   e. Assists in comprehensive staffing to develop and assess goals for children and families.
   f. Assists in developing Professional Development Plans with education staff annually.
   g. Ensures that each Head Start & Early Head Start family receives the required home visits twice annually.
   h. Interviews potential education employees, and makes recommendations to the interview panel.
   i. Works in association with Head Start & Early Head Start specialists to implement programs to ensure that children and families receive comprehensive services.
   j. Responsible for ensuring the identified scoring and assessment tool is implemented throughout the Head Start & Early Head Start Programs.

2. Ensures that all education forms are completed and utilized effectively and appropriately.
   a. Evaluates education staff’s weekly plans.
   b. Ensures that goals for individual children are being recorded and tracked.
   c. Ensures that the required component information is maintained in each child’s file.
   d. Gathers and maintains data on child outcomes three times annually, and presents results to Management, Board of Directors, and Policy Council.

3. Supervises the Child Development Associate (CDA) program.
   a. Oversees training and credentialing for all staff.
   b. Assists candidates in completing course work for the CDA training program by fulfilling responsibilities as the field trainer as needed.
   c. Assists in assessing training needs.
   d. Assists in coordinating and implementing training at staff meetings.
   e. Provides training in early childhood education for staff and parents as requested.

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4. Recordkeeping and monitoring
   a. Completes a monthly report for the Child Development Director or appropriate designee.
   b. Conducts an initial observation on individual children referred for developmental, social, or emotional concerns.
   c. Maintains a system for tracking outcomes.
   d. Prepares information for PIR.
   e. Monitors the expenditures of the component and makes monthly financial projections to the Child Development Director or designee.

5. Contributes relevant education component information at management meetings and staff meetings.

6. Supports school readiness by ensuring that provision of a high quality, developmentally appropriate classroom environment that fosters positive social-emotional development which lays the critical foundation for lifelong development and learning is provided for all children, including children with disabilities. The Education Specialist further supports school readiness by analyzing ongoing child assessment data and scoring developmental screenings in order to provide reports to education staff, management, and governing bodies to increase the effectiveness of school readiness experiences for the participating children and families.

**GENERAL STAFF RESPONSIBILITIES:**

- Participate in staff meetings, conferences, training sessions, and workshops as assigned.
- Demonstrate familiarity with employment policies, performance standards, work plan, and objectives of the Agency.
- Maintain congenial and respectful relations with staff, children, families, and community.
- Maintain confidentiality in accordance with the Agency policy and legal requirements.
- Keep current and accurate records.
- Maintain confidentiality in regards to staff and family information.
- Maintain objectives and professional standards.
- Improve self-skills and education.
- Perform any other work-related duties as requested by your supervisor.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive, productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.
- Recruit volunteers and in-kind contributions.
- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-on-one, and in group settings.
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
- Comprehend, analyze, and make inferences and references from written material.
- Fluent in English both verbally and written.
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

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- Ability to drive a private or Agency vehicle; must possess a valid driver’s license and personal automobile, or provide a plan that will allow fulfillment of position requirements.
- Instruct, lead, train, and facilitate others in a group setting.
- Occasionally, the supervisor may assign other related duties.
- Respect the rights and privacy of other staff.
- Attend mandated trainings, meetings, and staff development opportunities.
- Work as a team member with all involved and maintains positive work ethic.
- Perform routines with honesty, reliability, and punctuality.

**QUALIFICATIONS:**
- BA degree in Early Childhood Education, or related field, with teaching experience in a preschool setting.
- Skills to design, implement, and maintain accounting systems; use micro and mainframe computers at a skilled level; carry out complex projects independently; analyze and interpret financial records and reports; apply pertinent laws and regulations; maintain cooperative work relationships; ability to coordinate and/or conduct training sessions; administrative/supervisory experience.
- Proficiency with Microsoft Office products, auditing, and budget preparation and control; electronic spreadsheets, data bases, and computer data processing.
- Must have the ability to establish and use good office administrative practices, which includes maintaining files and organization of work.
- Must be neat in appearance and have a pleasing personality.
- Must have the ability to work with people of varying degrees of experience and background.
- Must have the ability to use office equipment that is required of this position.
- Must be able to interpret written and oral instruction and effectively complete such tasks as may be directed.
- Have an interest in continuing education, such as workshops, etc.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Ability to write reports, business correspondence, basic contracts and agreements, and procedure manuals. Ability to effectively present information and respond to questions from individuals and groups of managers, staff, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have a valid Alabama Driver’s License. Must have a Motor Vehicle report with no more than three (3) violations.

**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

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enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and to walk or hear. The employee frequently is required to reach with hands and arms, stoop, kneel, and crouch. The employee is occasionally required to climb or balance, crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

- **Working Conditions:**
  Tasks that involve possible exposure to blood, bodily fluids, or tissues (generally, only observing in the classroom). Risk involve with travel on main highway, side streets, and rural roads during business travel, including evening meetings. Tasks that involve handling implements or utensils, use of public or shared bathroom facilities or telephones and personal contacts are Category III tasks. Possible exposure to communicable diseases. This job is a mixture of desk works, standing for long periods of time, and visits in the community. Ability to successfully perform the job in this manner is required.