

Finger Lakes Community Action

Job Title: Education Specialist

FLSA Status: Exempt

Department: Head Start

Reports To: Early Childhood
Development Administrator

Summary:

Assist the Early Childhood Development Administrator in training and managing the early childhood program for Head Start.

Essential Duties and Responsibilities:

- Supervise and guide education staff in qualitatively executing their job descriptions by continuously observing, coaching, critiquing, and providing immediate, specific, and constructive feedback.
- Ensure that education staff are knowledgeable of early childhood development, developmentally appropriate practices, Head Start Performance Standards, skills in implementing, developmentally appropriate practices, and policies and procedures within WCAP Inc., Head Start, and New York State Licensing regulations and that these are implemented and followed.
- Monitor staff growth and development by regularly documenting observations and monitor the frequency of classroom observations on the monthly report.
- Monitor daily work schedules and maintain a substitute list. Oversee the daily operations of assigned centers and center teams and arrange for substitutes when the classroom staff are absent.
- Ensure that all classrooms are properly supervised and staffed with appropriate ratios at all times.
- Clearly communicate expectations and goals to staff.
- Using coaching, counseling, and progressive discipline to address all concerns and problems in the expedient and immediate nature; collaborate with administration on appraisals and warning/suspension notices, where appropriate.
- Collaborate with the FS/MH Coordinator and ECD Administrator to assist you with the supervision of Home Base Visitors.
- Protect and support the needs of Head Start children and families by becoming aware of the physical and behavioral signs of child abuse, neglect, and maltreatment, reporting all suspected cases of child abuse, neglect, and maltreatment including, but not limited to physical abuse, neglect, sexual abuse and emotional maltreatment; becoming familiar with Head Start's procedures for reporting suspected cases of abuse, neglect, and maltreatment; becoming familiar

with New York State's and Wayne Counties procedures for reporting suspected cases of abuse, neglect, and maltreatment.

- Continuously advance professional development by participating in committee meetings and all other trainings specified by the Early Childhood Development Administrator.
- Maintain a positive attitude toward the job responsibilities, administration, and our Head Start philosophy; collaborating with colleagues at all organizational levels; maintaining confidentiality of all pertinent data; pursuing, reflecting upon, examining, and implementing current research in the field of Early Childhood Education.
- Monitor staff attendance, approve and sign time sheets, return time sheets to the Head Start Office in a timely manner.
- Cooperate successfully as a team member by stepping into the classroom for ratio purposes in an as-needed basis.
- Communicate building issues and repairs as needed to the Facilities & Maintenance Supervisor.
- Oversee the care and inventory of center equipment and supplies. Assist staff with annual supply orders.
- Review classroom daily and weekly plans.
- Monitor implementation and forms of individualization and plans for individual growth.
- Ensure staff record children's development with anecdotal notes and review records for assessment in a timely manner.
- Ensure classrooms are safe, clean and attractive for children.
- Embrace the role of the parent as the primary educator of the child, and promote and support attachment between the parents and child by supporting parent involvement into all aspects of the Head Start Program.
- Maintain administrative documentation, program forms and reports as required.
- Facilitate and assist educational staff with transition activities as outlines in agreement with school districts and Head Start Transition, Standard Plan and Policies and Procedures.
- Schedule and facilitate education staff meetings on an as-needed basis to share concerns and plan for the development of the program.
- Assist the center in team development by attending meetings and coordinating between components. Communicate and coordinate with administrative team and community agencies by holding and/or attending meetings, creating links with parents, families, and the community.
- Submit monthly reports to ECD Administrator.

- Gives appropriate attention to all employees supervised at all assigned locations. Is flexible with schedules to meet any needs that arise.
- Review resumes, assist with interviews, collects and checks references; recommends substitutes for hire and orientates new staff.
- Participate in special initiatives in the education service area.
- Additional duties as assigned.

Qualifications:

- 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.
- Meet Day Care Licensing Medical standards as proven by submittal of Medical Statement forms (including annual TB clearance) at time of hiring and it is the responsibility of the staff person to submit said medical statement and PPD every other year thereafter.
- Obtain clear fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations.

Education/Experience:

- Bachelors or Masters degree in Early Childhood Education, or related field, with courses in early childhood education, and five (5) or more years experience in the Early Childhood Education field.

Language Ability:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Ability to administer policies and written precedents where there are few or very limited guidelines.

Math Ability:

- 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.

Reasoning Ability:

- This position requires the 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.

Computer Skills:

- Ability to operate a computer, printer, fax machine, copy machine, calculator, internet, and Microsoft Office programs.

Certificates and Licenses:

- Valid driver's license.

Supervisory Responsibilities:

- The Early Childhood Specialist has direct supervisory responsibility for the Teachers, Teacher Assistants, and Teacher Aides (Bus Aides). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually quiet.

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.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms.

Employer's Disclaimer

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**
- **This document does not create an employee contract, implied or otherwise, other than an "at will" employment relationship.**