

Wayne County Action Program

Job Description

Job Title: Education Specialist

FLSA Status: Exempt

Department: Head Start/Early Head Start

Reports To: ECE Director

Summary:

Assist the Early Childhood Education Director and Education Mentor Coordinator in training and managing the early childhood development service area.

Essential Duties and Responsibilities:

STAFF TRAINING AND DEVELOPMENT

- Supervise and guide education staff in qualitatively executing their job descriptions by continuously observing, coaching, critiquing, and providing immediate, specific, and constructive feedback, as well as completing annual performance reviews.
- Assist in providing orientation for new staff and give timely follow up support.
- Ensure that education staff is knowledgeable of early childhood development, developmentally appropriate practices, Head Start Performance Standards; maintaining skills in implementing developmentally appropriate practices, policies and procedures within WCAP, Head Start, and NYS Daycare Licensing regulations.
- Continuously advance professional development by participating in all trainings specified by the Early Childhood Education Director and/or the agency.
- Be responsible, in conjunction with the Early Childhood Education Director, for the training of education staff, volunteers, and parents.
- Be knowledgeable of curriculums to train, monitor, and mentor staff to implement fidelity to curriculum and assist in critiquing lesson plans and child individual goal plans.
- Develop plans and goals for training individual education staff or teams in conjunction with the Early Childhood Education Director and the Education Mentor Coordinator.

STAFF SUPERVISION

- Ensure that all classrooms are properly supervised and staffed with appropriate ratios at all times.
- Ensure classrooms are safe, clean and attractive for children.
- Review classroom lesson plan and child individual goal forms. Critique to ensure all curriculum items and program requirements are met. Give timely support and feedback to teachers.
- Observe classrooms for implementation and fidelity to curriculum (including following lesson plans), following the schedule and transitions, CLASS behavioral indicators, interaction with children, and implementation of the assessment tool.

- Monitor, review, and critique the virtual learning platform for each classroom to ensure that lesson plans, curriculum, and program requirements are met. (Virtual learning will take place when state or federal regulations prohibit in-person learning)
- Monitor and coach staff classroom staff to consistently use CLASS behaviors and communication strategies as well as fulfill all compliance requirements.
- Ensure teachers are using a variety of learning modalities and strategies to encourage children's language, learning, and thinking.
- Ensure effective learning experiences are implemented that include whole child development across the standards as described in the Head Start Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners.
- Ensure the effective use of assessment that promotes children's progress across standards described in the Head Start Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners.
- Ensure teachers are using fidelity to curriculum.
- Clearly communicate expectations and goals to staff. Use coaching, counseling, and progressive discipline to address all concerns and problems in an expedient and immediate nature. Collaborate with administration on appraisals and warning/suspension notices, where appropriate.
- Communicate, on a frequent basis, with the Early Childhood Education Director regarding monitoring of education staff and education program component, goals, and concerns.
- Cooperate successfully as a team member by stepping into the classroom for ratio purposes in an as-needed basis.
- Be in classrooms to assist or observe a minimum of **2.50 hours daily** a week with exceptions of case-conference or training days.
- Give appropriate attention to all employees supervised at all assigned locations. Is flexible with schedules to meet any needs that arise.
- 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 center(s) and center teams and help arrange for substitutes when classroom staff are absent.
- Monitor staff attendance, complete and approve CPP in a timely manner.
- Ensure classroom teams are aware of and implement roles and responsibilities to make transitions and routines go smoothly.
- Assist Head Start administration with the supervision of other Head Start staff that you do not directly supervise (Home Visitors, Family Workers).
- Ensure staff record children's development with anecdotal notes and review records for assessment in a timely manner.

- Ensure children's files are complete with required education forms and ASQ's that teachers are responsible to file.
- Oversee the care and inventory of center equipment and supplies. Assist staff and collaborate with the Education Administrator regarding annual supply orders.

PROGRAM PLANNING AND COLLABORATION

- 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.
- Facilitate and assist educational staff with transition activities as outlined in agreement with school districts and Head Start Transition Policies and Procedures.
- Attend and support the Site Support Coordinator during mandatory Site Support meetings in their assigned center and clearly communicate new policies and program information with professionalism.
- Assist the center in team development by attending meetings and coordinating between components. Communicate and coordinate with administrative team and community agencies by attending meetings and creating links with parents, families, and the community.
- Help staff collaborate and coordinate with plans for case-conferences, home visits or parent teacher conferences, literacy events and other collaborative events or meetings.
- Attend the School Readiness Committee meeting. Assist on a program self-assessment committee. Help facilitate staff participation on committees.
- 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 and family literacy into all aspects of the Head Start Program.
- Communicate building issues and repairs as needed to the Facilities & Maintenance Supervisor.
- Give advance notice for planned time off and make arrangements necessary in collaboration with the Early Childhood Education Director.

COMPLIANCE IMPLEMENTATION

- Understand and ensure Head Start Performance Standards, Policies and Procedures, New York State Day Care Licensing Regulations and developmentally appropriate practices are implemented and followed at the centers, including NYSED Pre-K and all other applicable regulations.
- Ensure safety policies and procedures are followed including alert supervision, prompt attendance procedures, and the knowledge of numbers of children and allergies.
- Participate in monthly safety drills and be familiar with procedures and routes.
- Promote the agency in a positive and professional manner.

- Maintain the program confidentiality policy in all matters.
- Attend occasional evening and weekend Family Service/Literacy/Recruiting Events
- Protect and support the needs of Head Start children through an awareness 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. The Education Specialist will be aware of WCAP Head Start's procedures as well as state and county procedures for reporting suspected cases of abuse, neglect, and maltreatment.
- Maintain administrative documentation, program forms and reports as required.
- Ensure staff are submitting required documentation and following procedures as required.
- Submit completed monthly reports to the Early Childhood Education Director in a timely manner.
- Follow the WCAP dress code.
- Apply any necessary first aid and properly seek medical attention for children. Keep first aid and MAT training current.
- Understand and utilize the principles of universal precautions and sanitation.
- Be aware of any child allergies, health care plans, and special diet plans.
- Give advanced notice for planned time off.
- Additional duties as assigned, including subbing for a bus aide or kitchen aide if needed.

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings and instruction
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings
- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places
- Compliance with safety and health rules and regulations is a condition of employment

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 at time of hiring.

- Obtain clear fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations at the time of hire and every 5 years thereafter according to HS Performance standards.
- Shows proof of or obtains current D-TAP if supervising any EHS classrooms.

Education/Experience:

- Bachelors or Masters degree in Early Childhood Education, or related field, with courses in early childhood education, and 1 or more years of supervised experience teaching in the Early Childhood Education field and one or more years of experience supervising other staff such as aides or volunteers.

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.
- Fluency in Spanish is helpful

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 computer programs, social media platforms, and Zoom.

Certificates and Licenses:

- Valid driver's license. Keep First aid and CPR certification current, keep CLASS reliability certification current. The UPK Specialist must have certification.

Supervisory Responsibilities:

- The Education 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 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.
- **Medicaid fraud and abuse effects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG’s recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.**

Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG’s fraud hotline. Tips can be completely anonymous – and OMIG investigates all reported information.

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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 35 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.