

**Oregon Child Development Coalition**  
**JOB DESCRIPTION - *Draft***

<b>Position Title:</b>	Education Specialist
<b>Wage/Hour/Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
<b>Grade:</b>	16
<b>Reports to:</b>	Lead Education & Mental Health Specialist
 <i>Employee's signature of acknowledgment and understanding of this document:</i>	
<hr/>	
<i>Name</i>	<i>Date</i>

**Position Summary:**

Responsible for the statewide quality of the developmentally and culturally appropriate education components including integrated workplans, effective training programs, and ongoing consultation to promote program compliance.

**Essential Functions:**

*Regular and consistent attendance is an essential function of this position*

1. Support quality improvement of child development services by:
  - Developing thorough understanding of each assigned center's method of supervision, staffing, purchasing, and inventory, child placement, child development services in the classrooms, case management, and education services.
  - Determining needs and trouble-shoot solutions for both programmatic and individual approaches.
  
2. Establish a training and technical assistance program to support the educational program service by:
  - Assessing local center training needs, including the areas of child development and child education.
  - Developing training systems to include training materials, adult educational curriculums, and basic training.
  - Monitoring the quality and implementation of training.
  - Assisting follow-up in skill development by collaborating with supervisor by including:
    - a. Sharing training outlines
    - b. Providing feedback to education team on individual participation in trainings provided by Specialists.
    - c. Homework projects and classroom observations of specific skills.
    - d. Supporting the education manager and coordinator, assistant, and site supervisors in the development and quality implementation of training at their centers.

3. Support centers' ability to manage and implement programs independently within guidelines of performance standards by:
  - Reviewing center workplans implementation including education services and teacher training.
  - Observing center practices, such as FAM, coordinator management, teacher meetings, shadowing coordinating staff, classrooms, and adult-child interactions throughout center.
  - Supporting and/or participating in annual program evaluations
  - Developing Site Visit Reports through visits to counties and following up on open CAP items.
4. Support a well-run purposeful program responsive to participant needs by:
  - Participating in coordinating meetings
  - Being available to train new education managers and coordinators
  - Organizing and facilitating regional team meetings
  - Attending relevant trainings which support job
  - Coordinating efforts with specialists from other regions
  - Identifying shared areas of need and developing projects to address these needs, for example:
    - a. Development of lesson plan option
    - b. Staff development resources
  - Planning and implementing comprehensive statewide pre/post service activities.
  - Participating with center staff and management teams in planning in the area of education.
  - Providing consultation to directors and education managers on hiring, evaluation, team approach to program decision making, and other personnel issues related to the service area.
5. Maintain a professional and productive working relationship with center and central personnel by:
  - Maintaining confidentiality of information
  - Maintaining written reports and documentation for all activities as needed
  - Keeping current on local, state, and federal regulations and accepted best practices applying to the education and mental health service area.
  - Working cooperatively in a respectful manner with other specialists and local staff.
6. Maintains confidence and protects agency operations by:
  - Keeping information confidential
7. Continually applies safety practices in all facets of the performance of duties by:
  - Complying with agency safety standards.
  - Supporting participation of a safe environment
  - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
8. Other responsibilities:
  - Performing other work related or assigned duties.

### **Education and Job Requirements:**

MA/ MS in Early Childhood Education or related field with minimum two years professional work experience in Early Childhood Education including classroom and teaching adults **OR** BA/BS in Early Childhood Education with minimum 5 years work experience in Early Childhood Education, or other child development work experience.

### **Other Job Requirements:**

1. Knowledge of adult learning and preschool and infant/toddler development
2. Head start work experience preferred.
3. Ability to pass an agency sponsored physical examination. TB test documented.
4. Working knowledge of computers and applicable software.
5. Demonstrate knowledge and strong commitment to the laws that protect children in the State of Oregon.
6. Ability to work and relate positively with children and adults, particularly low-income families.
7. Must enjoy working with and be sensitive to the needs of low income and minority families.
8. Ability to travel extensively.
9. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
10. Must pass a criminal records check.

### **Other Skill Requirements:**

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required at some sites.**
2. Excellent communication and organizational skills.
3. Excellent supervision/managerial skills
4. Training/development skills
5. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but occasionally requires independent decision making.

### **Physical Requirements of the Job:**

Please see attached Physical Job Analysis.

### **Job Conditions:**

This position requires the incumbent to work in an environment where there may be frequent interruptions, periods of working alone, evening work, and working long hours during peak periods and extensive travel. May work outdoors intermittently with exposure to typical Oregon weather

### **Mental Requirements of the Job:**

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

*This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.*