



**Children's
Service Society**

Child Care Resource
& Referral ~ Metro

Job Description Form

Position Title: Early Childhood Specialist

Program: Care About Childcare

Reports to: Quality Improvement Coordinator

FLSA Status: Exempt

EEOC:

General Summary: Provides training, coaching, technical assistance and consultation to centers participating in the Department of Workforce Services (DWS), Office of Child Care (OCC) Preschool Grant Programs and other early childhood initiatives.

Essential Job Functions:

General Office Duties:

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled
- Keep count of phone calls received for statistical and reporting purpose
- Maintain a filing system for paperwork
- Coordinate with Program Director to maintain phone coverage for the department
- Assist the department with any copying, mailing, printing and other duties as assigned
- Update calendar and inform supervisor of schedule changes and needs
- Follow company policies
- Keep personal use of time to a minimum. Submit agency paperwork to appropriate supervisor in a timely manner. Follow policies and procedures, dress appropriately, and represent the agency in a positive manner
- Communicate with co-workers and team members in a positive, respectful and professional manner. Willing to work on good communication techniques, team building techniques and other ways to improve the CAC team.

CDA Consultant Duties:

- Work with the Quality Improvement Program staff to develop a yearly program plan, report on tasks monthly. Assure that the duties of the Early Childhood Specialist (ECS) portion of the program plan are completed and reported successfully.
- Prepare statistics and reports for the ECS activities.
- Provide technical assistance and consultation to the Preschool grant program participants, utilizing the Policies and Procedures created by the OCC.
- Attend a monthly EC Specialist meeting with the OCC Quality Improvement Program Specialist to maintain consistency in the use of the ECERS-3.
- Provide technical assistance, training and mentoring when not actively running ECERS-3 scales and Feedback meetings.
- Work with center management to provide resources and direction identified in prior visits with staff. The EC Specialist will help program staff understand the scales and best practice.
- Maintain documentation of the technical assistance provided and ECERS-3 scales conducted in individual provider files. All documentation shall be forwarded to the DWS, OCC Quality Improvement Program Specialist, as well as record documentation on the Care About Childcare website.
- Assist in orientation and training for Preschool Grant Program participants in the Specialist's service area.
- Assist caregivers and directors to access specialized Preschool training in their communities.
- Support the Utah Professional Development System and Quality Recognition Information System (QRIS), including providing information to providers about these programs.

- Collaborate with the DWS, OCC Quality Improvement Program Specialist and with other EC Specialists to assure that a strong preschool training track is offered at major child care conferences offered in Utah each year. Sessions will be developed around best practices for group care of preschoolers.

Knowledge, Skills, and Abilities:

- Knowledge of CSS services, Policies & Procedures Manual and Employee Training Manual
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication
- Ability to communicate with employees and business contacts in a professional and courteous manner
- Ability to work in a team environment
- Ability to organize multiple work assignments and establish priorities
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Ability to make sound decisions using available information while maintaining confidentiality

Education and Experience:

Requirements:

- 1) Must have a minimum of a Bachelor's degree.

And

- 1) Must have two years of paid professional experience working directly with children.
- 2) Should comply with trainer requirements.
- 3) Due to the nature of this position, an up to date driver's license and reliable transportation is required.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling		X		
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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