



**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
- Track phone calls received for statistical and reporting purpose
- Maintain a filing system for paperwork
- Coordinate with Quality Improvement Coordinator 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%
<b>Seeing:</b> Must be able to read computer screen and various reports				X
<b>Hearing:</b> Must be able to hear well enough to communicate with employees and others				X
<b>Standing/Walking</b>			X	
<b>Climbing/stooping/kneeling</b>		X		
<b>Lifting/pulling/pushing</b>		X		
<b>Fingering/grasping/feeling:</b> 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.