

*"Assisting family successes through excellence in comprehensive early education and developmental services."*

Job Title: Early Education Senior Specialist		Exempt
Grade Level: <b>G-11</b>	Division: Direct Care - HSCO	Non-Exempt
SALARY: Minimum \$51,410/year	Midpoint - \$64,236/year	Maximum -\$77,062/year

**Minimum Requirements:**

- A Bachelor's degree in early childhood education with a minimum of 5 years experience in a Head Start or other early childhood education program.
- Working knowledge of Head Start Performance Standards and early childhood education best practices.
- Computer proficiency required.
- Demonstrated ability to educate staff utilizing variable methods on best practices.
- Keep up-to-date with changes in guidelines and practices as they relate to early childhood education.
- Demonstrate ability to effectively interact with a diverse range of staff.
- Access to reliable insured transportation.
- Must be able to pass a pre-employment and/or periodic physical examination, annual TB skin test, and complete background check every 24 months.

**Preferred Skills:**

- Master in Early Childhood Education or related field.
- Bilingual abilities preferred.

**Physical Requirements:**

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to frequently walk, stand and sit for extended time periods.
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 30 pounds; light lifting of supplies and materials;
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Must be able to twist, turn, kneel, bend and stoop.
- Must be able to monitor children's safety in activities when needed

**Responsibilities:**

The Early Education Specialist will work closely with the Director of Early Education to support the Head Start Program. The Early Education Specialist will assist the Director with ongoing quality improvement plans, supporting coaching staff, and facilitating professional development of teaching staff.

- Provide oversight and direction for ongoing developmental assessment of children and develop data analysis on trends, patterns of outcomes, progress and accomplishments.
- Develop and support Child Care Associates and Local Education Agency collaborations.
- Establish and maintain positive relationships with each Local Education Agency collaboration representative and staff members.
- Utilize educational tools to support teaching staff.
- Supervise Head Start Coaches.

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- Demonstrate a working knowledge and full understanding of the Texas School Ready! System, and develop/maintain an ongoing plan to review progress/impact of TSR! For all classrooms and on child outcomes.
- Participate in ISD and Head Start sponsored staff development activities, in-service training and workshops
- Report on coaching progress with monthly reporting and analysis
- Ensure curriculum implementation is aligned with Head Start Domains and consistent with the Texas Pre-K Guidelines.
- Collaborate with Content Area Coordinators to integrate services for the program.
- Complete related projects as assigned such as researching new early childhood curricula and identifying and implementing new coursework available to staff.
- Conduct training workshops as needed to promote professional development and mastery of educational skill levels.
- Ensure smooth collaborations by using effective communication and positive relationship-building.
- Other duties as assigned.

**BENEFITS PACKAGE INCLUDES:**

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee's earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee's contribution up to 4% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

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**ACKNOWLEDGEMENT:**

**I have received a copy of my job description. My signature below acknowledges that I understand the requirements and expectations for this position.**

Employee (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_