



## Early Learning Coalition of Broward County, Inc.

### JOB DESCRIPTION

<b>Position:</b>	Career Guidance Specialist “Above and Beyond” Initiative
<b>Reports to:</b>	Education Manager “Above and Beyond” Initiative
<b>FLSA Status:</b>	Exempt
<b>Position Status</b>	Full-Time
<b>Grade:</b>	41

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**SUMMARY:** Created through State Statute, the Early Learning Coalition of Broward County (ELC) is the designated local agency administering State and federal funds for childcare subsidies, childcare teacher training, and other functions. The ELC staff is guided by a board of directors consisting of a combination of governor appointed members, local government and administrative agency leaders, childcare professionals, parent representatives, and other local leaders. Because this board makes decisions concerning public dollars, it is governed by Sunshine Law and State of Florida conflict laws.

The position of the Career Guidance Specialist is a **grant funded position** primarily responsible for the facilitation of a **special initiative to provide professional development support** to educators working at preschool and family childcare homes in Broward County in pursuing their educational goals. Supports include but are not limited to guidance on available funding and resources for educators seeking a Child Development Associate credential (CDA), coursework towards either an Associate’s Degree and/or Bachelor’s Degree. The individual in this position plans, coordinates, manages a variety of activities to support educational upskilling our childcare workforce. This position requires an individual who can work independently, has excellent time management, organizational skills, demonstrates attention to details and is able to act in a professional manner.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Provides support and guidance to educators that are interested in pursuing additional professional development i.e., CDA, college coursework, etc.
- Works collaboratively with Broward educators to create an educational development plan
- Become the liaison with other professional development partners such as WAGES\$/INCENTIVES, TEACH, Broward College, etc...
- Assist educators in accessing old records, transcripts, and relevant educational documents
- Outreach to childcare and family home care centers to connect educators with resources
- Visits to childcare and family home care centers to meet with educators
- Provide assistance in connecting educators to local institutions including connections to scholarships, enrollment applications, etc...
- Ability to write detailed notes for visits to providers
- Works in coordination with other staff such as Coaches and/or Inclusion Specialist, to ensure schools are connected to and receiving additional resources and support.
- Ability to work collaboratively with diverse populations
- Ability to work independently and organize activities essential to the position
- Perform other duties as required.

#### **COMPETENCIES:**

- Organizational Skills
- Problem Solving Skills
- Attention to Detail
- Ability to Build Strong Relationships with Early Educators
- Team Player
- Patience
- Collaboration and Communication
- Strong Writing Skills

#### **SUPERVISORY RESPONSIBILITIES:**

- None

#### **WORK ENVIRONMENT:**

- This position operates in a professional office environment.
- This position also spends time in classrooms in childcare and family home centers.
- This role uses commonly used applications that include advanced computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

## **PHYSICAL DEMANDS:**

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Ability to sit on the floor and get up to a standing position.

## **POSITION TYPE AND EXPECTED HOURS OF WORK:**

- This is a full-time exempt position.
- The office hours of work are typically Monday through Friday, 8:30 AM – 5:00 PM.
  - This position may work nights, weekends and holidays.
  - This position may regularly work longer hours.

## **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree (B.A.) from an accredited four-year College or University in Early Childhood Education, child development, special education or related field.
- Experience with TEACH and WAGES/INCENTIVES strongly PREFERRED

## **ADDITIONAL REQUIREMENTS:**

### **Background Checks**

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – If applicable
- Access to Reliable Transportation – If applicable
- E-Verify

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.