



## Early Learning Coalition of Broward County, Inc.

### Job Description

**Position:** Education Specialist

**Reports To:** Education Manager

**FLSA Status:** Exempt

**Position Status:** Full-time

**Grade:** 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.

This position is primarily responsible for the programmatic and quality support of program assessments for the School Readiness and Voluntary Pre-Kindergarten programs in Broward County, as required by Florida legislature. This individual in this position is responsible for specific tasks in support of classroom observations, training facilitation and meeting deadlines. This position requires an individual who can work independently, has excellent time management, organizational skills, demonstrated attention to detail, and is able to handle sensitive and confidential information in a professional manner.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (This description reflects the major core duties and responsibilities 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.)

- Conduct CLASS assessments in Infant, Toddler, and Pre-K classrooms including written reporting and data entry of information.
- Conducts classroom observations, informal assessments and provides meaningful feedback to teachers and staff on interactions, curriculum instruction, lesson planning, classroom management, developmentally appropriate activities, and daily routine.
- Works collaboratively with Broward providers to provide targeted supports based on the unique and evolving needs of the program. (i.e., format, intensity, etc...)
- Participate in professional development training and achieve/maintain reliability on all assessment tools (e.g., Classroom Assessment Scoring System; MMCI).
- Identify and deliver training in coordination with directors/owners/teachers on relevant topics to benefit staff – in a variety of formats (in person, on-line, various languages, at large conferences etc.)
- Demonstrates ability to work effectively with adult learners, especially in the areas of training and application of motivational strategies.
- Ability to write detailed and objectives notes for visits to providers.
- Ability to enter data in databases within a required timeframe.
- Ability to work collaboratively with diverse populations.
- Ability to work independently and organize activities essential to the position.
- Assists in creating reports based on data collection.
- Performs 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, community locations (childcare and family home centers) and remotely.

- This role uses commonly used applications that include Advance 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 that requires the employee to adhere to ELC's Telework Agreement.
- The work hours 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.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in education from an accredited four-year College or University preferred. Relevant experience and certifications may be substituted.
- 2+ years related experience and/or training or equivalent combination of education and experience.

### **Preferred Education and Experience**

- Certification in CLASS observation tools
- Experience in facilitating CLASS observations
- UF Coaching Certificate – when available

### **TRAVEL:**

- This position may require travel within and out of the state to attend conferences and training courses. If attending a training course or conference, the position is expected to share what was learned with the manager and team members.

**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
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location

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

**Acknowledgement of Receipt by Employee:**

I, \_\_\_\_\_ have read the requirements for the position of Education Specialist. I accept the duties and responsibilities described and attest that I meet the requirements for this position as outlined in the job description. I further acknowledge that this job description is not intended to be a contract for employment and that the Early Learning Coalition of Broward County, Inc. reserves the right to make any necessary revisions to the job description at any time. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the ELC.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Employee (please print)