



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Education and Training Support Coordinator

Reports to: Education Manager

FLSA Status: Exempt

Position Status: Full-time

Grade: 42

JOB SUMMARY: The position will oversee training content for contracted providers, ensuring adherence to Division of Early Learning requirements, including School Readiness and Voluntary Prekindergarten (VPK) training mandates, accountability standards, corrective action activities, and related documentation. The position exercises independent judgment in interpreting training compliance requirements, evaluating provider-submitted educational content, and determining when corrective action or content revisions are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major 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).

- Lead reviews of programmatic components and required documentation to align with Division of Early Learning regulations, School Readiness training requirements, and other applicable standards.
- Independently reviews, evaluates, and approves educational content submitted by providers to ensure alignment with applicable requirements and standards. Exercises independent judgment in approving, rejecting, or requiring substantive revisions to submitted content.
- Require training for VPK providers on probation, tracking progress, reviewing documentation, and ensuring fulfillment of all regulatory requirements.
- Leads activities necessary to maintain compliance with the ANSI/IACET 1-2018 Standard for Continuing Education and Training, including reviewing policies and procedures, evaluating training resources, maintaining required documentation, identifying compliance concerns, and recommending corrective action.
- Communicates and collaborates with providers and various ELC departments to

address overlapping training, programming, and compliance requirements.

- Coordinates and plans the annual Broward Early Childhood Education Conference.
- Participates in professional development training as required by supervisor.
- Conducts CLASS assessments as needed to support the overall team.
- Responds appropriately and effectively to the diversity of co-workers, consumers, and stakeholders.
- Supports the ELC's mission.
- Performs all other duties that may be necessary to maintain the success of the organization.

COMPETENCIES:

- Organization and Management of Competing Priorities
- Problem Solving
- Attention to detail and Documentation Accuracy
- Collaboration and Stakeholder Engagement
- Verbal and Written Communication
- Training Program Coordination
- Professional Composure and Supportive Communication
- Independent Judgment and Decision-Making
- Educational Content Review and Quality Assurance
- Regulatory Interpretation and Compliance

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- The position operates in a professional office environment, in community locations (childcare and family home centers), and remotely.
- The role uses commonly used applications that include Advance computer skills with knowledge of Microsoft Word, Excel, Power Point Presentations, E-mail, and current 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.

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.
 - The position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in early childhood education or related field preferred.
- At least 2 (two) years in a position in which technical assistance and/ or coaching were provided to early childhood educators on site at and/ or virtual.
- Infant, Toddler and Pre-K CLASS Observer Certification Required.
- Demonstrate strong written and interpersonal communication skills.
- Advanced Computer skills to include MS Outlook, Word, PowerPoint, and Excel.
- Maintain schedule flexibility for occasional evening and weekend activities.
- Experience analyzing program procedures and practices to identify barriers and impediments to achieving goals and making recommendations for improvement.
- Strong organizational and effective time management and communication skills, including public speaking, listening, and writing.
- Strong ability to effectively resolve and cope with immediate crisis situations.
- Proven efficacy both in an independent and team-oriented setting.
- Strong ability to represent the interests of the agency, interact effectively with a diverse group, and be at ease building successful collaborations with program participants, staff, and stakeholders.

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
- Access to Reliable Transportation
- 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.