Early Education Program Specialist

Job Summary

The Early Education Program Specialist will guide and support child care programs by implementing early learning curricula and improving the quality of care within each program. To that end, the Specialist will stay abreast of current research on trends and best practices in Early Childhood Education and Adult Learning Theory and implementation. Under the general supervision of the Quality Enhancement Director, the Specialist will provide training, coaching, and technical assistance to community partners and early childhood programs to develop a set of goals and activities that improve services to young children and their families.

Duties and Responsibilities:

- Plan and implement technical assistance visits and other encounters with childcare programs to support child care administrators and staff in raising quality within individual settings.
- Embrace various approaches, techniques, strategies, resources and innovative thinking to support programs’ growth toward high-quality programming.
- Conduct program and classroom assessments (ex. Environmental Rating Scales or Classroom Assessment Scoring System).
- Work with teachers in child care programs to assist them in furthering their professional development.
- Recognizing different learning styles and preferences and then using that information to adjust strategies.
- Maintain accurate records and enter technical assistance summaries and encounters into database systems.
- Plan and facilitate training opportunities quarterly (some evenings and weekends required).
- Assist programs in understanding and submitting a registration for Step Up to Quality.
- Convene cohorts and directors’ networks to assist child care administrators and staff in sharing resources and addressing similar topics of interest.
- Organize and implement special projects based on initiatives.
- All other duties assigned.

Education Requirements:

- Five years of experience providing direct care and education of children in a group setting.
- Master’s in Early Childhood Development or a related field with a consideration of candidates with a Bachelor’s in Early Childhood Education.

Additional Qualifications:

- Experience providing training to adult learners.
- Exceptional oral and written communication skills, time management skills, and organizational skills.
- Maintain positive relationships with child care staff, families, coworkers, and supervisors.
- Build meaningful connections with individuals from diverse backgrounds.
• Demonstrate patience, flexibility, positivity, consistency, dependability, and cooperation with a sense of humor.
• Knowledgeable or willing to learn Ohio's child care licensing regulations and Step Up To Quality guidelines.
• Proficient in Microsoft Office Suite with the ability and skillset to learn new software programs. 
• Available to attend overnight statewide meetings.
• A valid Ohio Driver’s License, insurance and reliable transportation are required.
• Must clear criminal background check.