



## Early Learning Coalition of Escambia County

**POSITION:** VPK Program Coaching and Training Specialist  
**REPORTS TO:** Operations Director  
**SALARY:** \$30,000 - \$35,000 **FLSA:** Non-Exempt

### **GENERAL DESCRIPTION**

Responsible for support services to early education and care community in Escambia County which includes but not limited to monitoring, training, coaching and technical assistance. This position offers the option to telework after 90 days of employment.

### **ESSENTIAL JOB FUNCTIONS**

1. Provides training and technical assistance for Progress Monitoring to VPK Programs
2. Provides coaching to VPK Programs, to include intensive coaching and follow-up with all Low Performing VPK Providers to ensure compliance with their low performing provider plan.
3. Researches and keeps up to date on all updated and improved teaching strategies, curriculum, and early development models in order to train or give guidance to providers on best practices
4. Connects VPK with the Professional Development model adapted by the Coalition
5. Collaborates with the Department of Children and Families Licensing on pre-site visits, health and safety checks in support of family childcare homes and facilities that are not licensed
6. Prepares reports, correspondence and other administrative duties related to program assessments
7. Participates in local and state professional associations. Attends and participates in meetings and training (local or state) as required
8. Establishes and maintains records on activities and prepares reports as required.
9. Ensures confidentiality of client information
10. Maintains an assigned caseload
11. Participates in agency and or community outreach services/events as assigned
12. Research and maintain updated information on Florida law and rule, and Florida's Office of Early Learning's policies and procedures that impact the Program Improvement Department, particularly those related to Department of Children and Families Licensing

*Please Note: These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be required to perform other job related marginal duties as required.*



## Early Learning Coalition of Escambia County

### **MINIMUM QUALIFICATIONS**

1. Bachelor's Degree in Early Childhood, Child Development or closely related field with concentrated experience with infants and toddlers preferred. An Associate degree from an accredited college or university in early childhood development with 3 years' experience considered
2. Professional or non-professional experience as described above can substitute on a year-for-year basis for the required college education.
3. Experience in early education and care is essential
4. Must possess valid Florida driver's license with no record of criminal driving offense or license suspension for point's accumulation
5. Must possess means of providing job related transportation and have proof of insurance
6. Must successfully complete a Level 2 background check
7. Within 120 days of assuming the position just successfully complete the Department of Children and Families' Rules and Regulations course.
8. Must be available to work flexible schedule to accommodate late afternoons, evening, or weekend trainings. Out of town travel may be required
9. Has a home office in the event telework assignment is offered

### **ESSENTIAL SKILLS REQUIRED**

- Proficient use of Microsoft Office including Word and PowerPoint.
- Knowledge of CLASS, STAR Assessment and other assessment/screening tools
- Knowledge and proficient in developmental standards
- Knowledge of methods of compiling, organizing, and analyzing data
- Knowledge of adult learning styles
- Ability to plan, organize and coordinate multiple work assignments.
- Ability to communicate (in oral and written format) effectively.
- Ability to establish and maintain effective working relationships with others.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

Frequently sit, stand, walk, twist at the waist, and routinely operate a computer keyboard, telephone, copier and fax machine. Able to operate an automobile. Medium (less than 30 pounds) lifting required. *Reasonable accommodation will be made for otherwise qualified individuals with a disability.*