



Early Learning Coalition of Escambia County

POSITION: Program Assessment and Training Specialist
REPORTS TO: Operations Director
SALARY: \$25,000 - \$35,000 **FLSA:** Non-Exempt

GENERAL DESCRIPTION

This position is responsible for conducting program assessments, training and providing technical assistance for child assessments to early learning and childcare providers in Escambia County in an effort to improve the quality of care and educational opportunities. This position offers the option to telework after 90 days of employment.

ESSENTIAL JOB FUNCTIONS

1. Supports Quality through assessments, training, curriculum development, technical assistance
2. Work in partnership with practitioners to jointly assess and identify classroom needs and concerns. Provides technical assistance and training to early education and care practitioners based on results of various assessments
3. Collaborates with the operations team in supporting action plans to reinforce contractual compliance with ASQ, Quality Reviews, Health & Safety validation, CLASS, HATCH, Teaching Strategies and other assessments as needed through training, administration and technical assistance
4. Presents training/ in-service opportunities to early education and care providers on location or in groups as arranged
5. Supports the broader community of agencies and organizations to increase awareness of the importance of brain development and the criticality of high-quality infant toddler care
6. Works with the operations teams to develop a comprehensive range of trainings/workshops for practitioners in center and home settings and at various levels of professional development
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.



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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 ASQ, TS GOLD, CLASS and other assessment/screening tools
- Knowledge and proficient in the birth to five 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.*