

Education Specialist Job Description

Supervisor: Program Administrator

Classification: Exempt

Supervises: Home Visitors and Teacher Assistants B

Wage Range: \$51,528.00 - \$55,358.40

Work Hours: 9:30am – 5:30pm*

*Salary is based on 40 hours per week during August through May and 20 hours a week for June and July.

Minimum Qualifications: Must have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early childhood education teaching experience.

Program Requirements:

1. Ability to pass all criminal background checks.
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Have good verbal and written communication skills as well as computer skills.
5. Have the ability to work independently or in a team environment.
6. Must be able to advocate for low-income families and those with special needs within the community.
7. Able to work evenings and travel if necessary.

General Duties:

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, trainings, and staff meetings
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
7. Follows active supervision guidelines.

Primary Responsibilities:

1. Monitor the home-based area to ensure all performance standards and agency policies are being implemented.
2. Coordinate staffings for home base.
3. Purchase and oversee inventory of materials for home base.

4. Review home base lesson plans and ensure age appropriateness, individualization, and curriculum fidelity.
5. Track, compile and monitor documentation of home base lesson plans, individualization and assessments.
6. Responsible for observing and assessing socializations and home visits for developmental appropriateness.
7. Provide training/guidance to staff to maintain high quality education services to children and families.
8. Ensure the implementation of all applicable Head Start Standards, inclusive of the delivery of measurable early childhood education outcomes.
9. Facilitate team meetings for home base.
10. Ensure and monitor Child Plus data for component area is correct and current. Serve as a backup for encoding component area information data into tracking system for component area.
11. Is certified in CLASS and works with Program Administrator to ensure that all classes are observed twice a year.
12. Track and monitor home visit attendance and other home base data.
13. Participate in Career Development Committee in approving trainings and training plan.
14. Is a member of the ERSEA committee.
15. Responsible for supervising the Extended Day Program.
16. Fill in as needed for Extended Day Program to ensure ratios are maintained.
17. Responsible for childcare subsidy paperwork.
18. Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and complete employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Monitor staffing and scheduling for employees he/she supervises.
5. Oversee and monitor work processes of those employees for which he/she supervises.
6. Provide reflective supervision with staff he/she supervises at least once a year.