

EARLY EDUCATION SPECIALIST



POSITION PURPOSE

Under general supervision, performs a range of activities with providers and parents participating in the Early Head Start-Child Care Partnership (EHS-CCP) and Family Child Care Home Education Network (FCCHEN) programs to support the healthy growth, education and development of infants, toddlers, and children under age 4 and to meet EHS-CCP standards.

ESSENTIAL FUNCTIONS

- Ensures the EHS-CCP Performance Standards are met with regard to the child care environment, curriculum, activities implemented by the provider, provider professional development, and parent engagement as it pertains to the child care environment
- Performs provider pre-enrollment site visits, interviews potential providers, orients new providers to EHS-CCP, and FCCHEN providers; documents related activities.
- Conducts the health and safety inspection of potential and ongoing EHS-CCP providers' homes; ensures on an ongoing basis that EHS-CCP health and safety standards are met; problem solves with provider health and safety concerns; reports health and safety concerns to supervisor
- Orients EHS-CCP providers to program requirements, expectations, and procedures
- Conducts or assists the provider to conduct developmental assessments, social/emotional assessments, other screenings as assigned, and environmental assessments of the child care setting using assigned tools; analyzes data collected to enhance program quality and services for enrolled children
- In consultation with the EHS-CCP provider, develops and implements individualized plans for each enrolled child, which include activities to support development of language, cognitive skills, social skills, emotional development, physical development, and positive nutrition.
- In the care giving environment, models appropriate and high quality interactions with infants, toddlers, and children under age 4; introduces and demonstrates activities which lead to the achievement of program goals
- In consultation with the EHS-CCP provider, provides technical assistance with regard to individual EHS-CCP children to assist in their successful learning and development
- Consults with EHS-CCP parents to enhance their understanding of developmental milestones and how to carry over educational components in their home setting
- Supports providers to use evidence based, child development approaches including use of materials developed/approved by the State and Federal government
- Makes appropriate referrals on behalf of EHS-CCP children, providers, and parent
- Ensures providers provide meal service consistent with the federal child care food program standards. May observe meal service and/or review menus for CACFP compliance
- Assists providers to support parents to obtain indicated services such as medical screenings, dental screenings, etc

Kerry Venegas, Executive Director | Caitlin Scown, Deputy Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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EARLY EDUCATION SPECIALIST

Page 2 of 3

- Collaborates with other staff members to support parents' access to services which will support their child's development
- Contacts parents for openings in the EHS-CCP, explains the program to potential parents; properly refers potential parents for an eligibility assessment
- Provides linkage between the EHS-CCP program and transitional kindergarten programs, other Early Head Start or Head Start programs, or state funded child development programs
- Develops relevant materials for EHS-CCP parents and providers; distributes such materials
- Recommends purchase of indoor and outdoor equipment/supplies which will support the EHS-CCP providers to achieve program goals
- Proposes and/or implements effective strategies to support participating providers to achieve required educational standards and ongoing professional development
- Makes announced and unannounced site visits to providers
- Assists in collecting attendance sheets and other required documentation
- Maintains current knowledge of Title 22, Title 5 regulations, 45 Code of Federal regulations in Chapter XIII, current child development trends, and child care best practices as they pertain to EHS-CCP and FCCHEN
- Attends conferences, workshops, community meetings or statewide meetings as assigned; reports information back to supervisor.
- May supervise staff as assigned, including overseeing scheduling, performance reviews and identification of staff development needs
- Uses a personal computer to accurately enter and retrieve information from a database and document provider contacts; runs reports as requested; tracks timelines for program activities as appropriate to each child and provider
- Ensures required reports and statistics are compiled and submitted in an accurate and timely manner
- Establishes and maintains effective working relationships with those contacted in the course of work, including using effective verbal and written communication
- Maintains information regarding children, families, and providers in a confidential manner
- Exercises sound judgment within the context of Changing Tides Family Services' policies and procedures
- Reports suspected instances of violations of Community Care Licensing regulations to supervisor
- Reports suspected cases of child abuse in compliance with mandated reporting requirements
- Performs other duties as assigned

Desirable Education and Experience:

In addition to meeting the requirements (below) prior Early Head Start or Head Start experience is highly desirable.

Requirements

- Must possess a minimum of 12 units of Early Childhood Education or Child Development
- Minimum of 1 year direct experience in child care settings working with infants, toddlers, and children under age 4
- Physical capability to lift up to 20 lbs., enter and move around in home settings, actively participate in and model activities with infants and toddlers and EHS-CCP providers

EARLY EDUCATION SPECIALIST

Page 3 of 3

- Flexibility to occasionally work during the evenings, weekends, or early mornings. Ability to travel out of county
- Must be able to pass a criminal history and fingerprint clearance at the DOJ/FBI level.
- Must be able to see and hear within normal ranges with or without correction.
- Must possess a valid California driver's license, current automobile insurance, and a vehicle for work.
- Must be able to provide proof of TB clearance and all vaccinations required for child care settings.

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