

Central Valley School District
Job Description

TITLE: ELC Specialist: Educational Component Early Achievers (EA) Coach

General Summary:

The Program Component Specialist works as a member of the Early Learning Center (ELC) interdisciplinary team, including ECEAP, Extended Care and Special Services, to provide on-going content area expertise by coordinating, monitoring and assessing ECEAP, Early Achievers (EA) and Early Learning Standards within the program. This position develops and coordinates program-wide comprehensive component strategies to include: identifying resources, assessing, planning, training, supporting, coordinating, monitoring, tracking data and evaluating teacher supports for children. Provides technical assistance and training for ELC staff and makes recommendations to enhance services or maintain compliance with the ECEAP contract, ECEAP Performance Standards and EA Standards as well as other Federal/State/Local laws, rules and regulations.

Essential Job Functions:

Depending upon the individual assignment, the Early Childhood Program Specialist may perform all or a combination of the following:

1. **Team Player:** Contributes to the development of positive communication, mutual respect, mutual support, competence, and creativity among all members of the ELC staff. Responsible for keeping informed of ongoing program changes and updates. Adheres to the established building communication flow chart.
2. **Monitoring/Reporting:** Monitor and assess Early Childhood Staff and environments ensuring compliance with minimum licensing requirements or ECEAP Performance Standards. Assist ELC staff by researching and providing technical assistance in development or implementation of curriculum, behavioral plans for children and/or provide assistance with improvement cited by Early Achievers or State ECEAP reviews. Monitor and advise ELC staff in the record keeping systems TAC, TSG documentation and lesson planning. Conduct observations in the CLASS system and provide ongoing coaching to all ELC classrooms. Teachers and Educational Assistants. Assist the Director with allocating classroom budgets. Assist with the staffing plan required for ELC programs including holidays where Extended Care is open. Make regular reports to Director on stay s of all programs and staff using WELS. Assist in developing, implementing and reviewing a plan for transition of program children into kindergarten.
3. **Program Support:** Assist with the implementation and plan for transitioning students to kindergarten. Support ELC staff in the Student Support Team (SST) process. Support ELC staff in Positive Behavior Intervention Supports (PBIS). Assist with providing resources to support achievement of staff and program goals. Assist with

- staff and program self-assessment and the implementation of quality improvement plans.
4. **Training:** Assist in establishing and implementing orientation procedures, staff development, ongoing technical assistance, and training or updating procedures necessary for the operation of high quality EA rated learning environments.
 5. **Professional Development:** Attend trainings, conferences and review research to maintain knowledge, skills and abilities in area of expertise. Thirty hours of Basic MERIT training must be completed prior to hire; plus hours of MERIT approved training required annually. Complete mandatory CVSD annual training. Participates in in-service staff trainings, staff meetings, and other education opportunities to gain knowledge and skills throughout the year. Provides ongoing classroom observation and assessment tool training. Ability to become CLASS reliable within six months of hire.
 6. **Performs other duties as assigned.**

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Program Supervisor/Building Principal.

MENTAL DEMANDS

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; required to deal with a wide range of physical and emotional disabilities, may occasionally deal with distraught or difficult students.

PHYSICAL DEMANDS

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels; required to lift, move and position students and equipment; playground supervision and bus loading requires working outdoors in inclement weather; required to attend to students personal hygiene; may be exposed to biting behavior; may need to take precautions to avoid exposure to student bodily fluids and cleaning or disinfecting compounds; required to work in non-routine positions for extended periods. Required to stand for prolonged periods; may occasionally be exposed to recklessly operated vehicles. Lift and hold children. Lift and move educational materials and equipment up to 40 pounds. Stand, stoop, kneel, bend, and work with children on the floor for extended periods of time.

MIMINUM QUALIFICATIONS

1. BA degree in the area of early childhood education, education, human development, or related field from an accredited public or private institution of higher education.
2. Two years working as a lead teacher in an early education setting.

3. Preferred two years of experience as a coach.
4. Requirements for Employment: Valid first aid/CPR card, negative T.B. test, DEL portable background check. Within 90 days of hire must have health clearance, immunizations, and other required trainings as per DSHS licensing regulations.
5. Knowledge of CLASS and ERS observation tools.
6. Ability to become Teaching Strategies Gold Reliable (TSG); preferred 2 years' experience using TSG to observe, assess and monitor children's development.
7. Be familiar with ECEAP Standards, EA Standards, DEL Licensing WACs.
8. Ability to communicate clearly and work effectively with children, staff, parents and volunteers in Central Valley School District.
9. Must be self-directed, motivated, punctual and flexible.
10. Ability to problem-solve complex situations.
11. Familiarity with personal computers including Word and Windows. Ability to work with data base systems to track case management preferred.
12. Ability to work as a team member.
13. Ability to use effective organization and time management skills.
14. Must be at least 21 years of age.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE-ELC – Early Learning Center
