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**EARLY CHILDHOOD SPECIALIST**

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| **REPORTS TO:** | DIRECTOR OF EARLY CHILDHOOD PROGRAMS |
| **PRIMARY LOCATION:** | METAIRIE, LA |
| **POSITION TYPE:** | FULL TIME, EXEMPT |
| ***Be sure to consult The Center’s Organizational Structure & Description*** | |

**Summary**

The Early Childhood Specialist will provide practice based coaching and personalized support to teachers who work with young children ages birth to age 5; and will be responsible for providing support to those completing their infant/toddler or preschool Child Development Associate (CDA) credential. As The Center for Literacy and Learning expands its early childhood services, the Early Childhood Specialist will be expected to work across programs by assuming responsibilities commensurate with his/her knowledge, experience and interest. The Early Childhood Specialist is responsible for The Center’s organizational infrastructure, community relationships, public speaking, development of programs, and leadership in fulfillment of The Center’s mission, goal, and belief related to early childhood best practices.

**Position Responsibilities & Core Functions**

Practice-Based Coaching

* Provide on-site or virtual technical assistance to early learning centers and their staff to help make program improvements in full implementation and understanding of the CDA program.
* Provide observation, evaluation, consultation, collaboration, modeling and coaching based on the Practice Based Coaching Model developed by the National Center on Quality Teaching and Learning (NCQTL)
* Develop collaborative partnerships with early learning programs, working together with them to achieve program goals
* Work with early childhood educators and leaders to develop action steps towards meeting their professional, classroom and program goals; and provide follow up assessment and consultation

CDA Program Coaching:

* Oversees development, implementation, and evaluation of programs and policies to advance the CDA program.
* Develop and deliver professional learning to include whole group, small group, and mentor coaching.
* Participates and oversees the writing and distribution of observations and reports.
* Participates in the development community partnerships.
* Maintains effective communication with program staff, Director of Early Childhood Programs, and VP of Program Development.
* Identify and monitor key indicators that measure the effectiveness of program efforts.
* Maintain detailed records for each client and compile reports at completion.
* Develop, refine and manage online learning management systems as it relates to program implementation.
* Provide leadership and guidance, while promoting a positive work culture, with all team members of The Center for Literacy and Learning

Training:

* Responsible for conducting appropriate trainings as it relates to the CDA program
* Conduct appropriate training to early childhood centers and other locations on various early childhood topics with special emphasis on topics related to TSGOLD, CLASS, Tier 1 Curricular and the Louisiana Birth to 5 Early Learning Standards
* Create and develop new training as needed
* Work with colleagues to build a resource of trainings and workshops
* Facilitate Community of Practices (CoP) and Professional Learning Communities (PLC) meetings

Other:

* Represent The Center for Literacy and Learning at Early Childhood Community events and conferences
* Participate in ongoing professional development activities to enhance knowledge of child development, coaching facilitation, knowledge and skills, and use of technology to improve practice.
* Maintain certifications as a Pathways-certified trainer, reliable in CLASS Observer Infant, Toddler and Pre k, and TSGold inter-rater reliability certification
* Maintain up to date knowledge of childcare licensing regulations, Louisiana's unified rating and improvement system and the Child Development Associate credential

**Qualifications:**

* Bachelor’s degree in Early Childhood Education or a related field
* Infant, Toddler and/or Preschool CLASS Observer Certification
* Experience teaching in an early childhood setting
* Experience providing individualized support to teachers in early childhood settings
* LA Pathways Trainer certification *or*meets all qualifications necessary to obtain Pathways certification
* CDA Professional Development Specialist certification *or* meets qualifications necessary to obtain CDA Professional Development Specialist certification
* Experience in presenting educational training programs with demonstrated knowledge and practice in the areas of early child development and evidence-based practices
* Knowledge of LDOE, BESE, and local school policies and practices as they relate to teaching early development within childcare centers, Head Start program centers, and in-home care centers
* Excellent verbal and written skills
* Ability to learn and use computer-based platforms for coaching and internal use (ex. PathLMS, Coaching Companion, Microsoft Office, Dropbox, etc.)
* Excellent interpersonal and organizational skills who is a “team first” professional and comfortable in a fast-paced environment
* Works well in a fast-paced environment
* Ability to work independently and communicate effectively

**Physical Demands/Requirements**

* Flexible work hours depending on operational and programmatic needs, with most falling during the standard workday. Evening and weekend hours will also be required
* The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
* Ability to travel in-state (Louisiana), frequently, using reliable, insured private transportation
* Ability to obtain a Louisiana Child Care Civil Background Check