

LITERACY & LEARNING SPECIALIST, EARLY CHILDHOOD

REPORTS TO:	DIRECTOR OF PROFESSIONAL LEARNING
PRIMARY LOCATION:	REMOTE
POSITION TYPE:	FULL TIME, EXEMPT
<i>Be sure to consult The Center's Organizational Structure & Description</i>	

Summary

Reporting to the Director of Professional Learning, the Literacy & Learning Specialist, Early Childhood (EC) serves as a key team member and an active participant in delivering robust, expert-level professional development programs. The Literacy & Learning Specialist, EC is essential to maintaining new and existing relationships forged with schools and school districts to increase visibility and impact, while strengthening The Center's core mission. The Literacy & Learning Specialist, EC is a well-versed expert, instructional leader, and practitioner who provides leadership, strategic planning, and program development for The Center.

Position Responsibilities & Core Functions

- Provide expertise to all EC literacy-related programming, including the development of current and future programs
- Develop, provide, and/or facilitate instruction, mentoring, and coaching; large and small professional learning groups; facilitate study groups; and model best practices to educators, educational administrators, parents, and stakeholders.
- 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
- Familiarity with social-emotional learning
- 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)
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- Manage, facilitate, deliver, and support all EC literacy contracts and grant opportunities across all program areas of The Center, including advocacy and policy as needed
- Initiate and maintain relationships with statewide and national educational leaders, researchers, administrators, literacy professionals, educators, stakeholders, policymakers, and others as required; discern both their needs and desires regarding research, professional learning, and classroom support
- Implement and lead specific strategies to develop, promote, and secure fee-for-service opportunities with current and potential clients
- Provide support to district level, school level, and state level literacy educators
- Coordinate strategic efforts and communications with community partners, stakeholders, policymakers, and staff
- Implement program evaluation efforts, working closely with the Director of Evaluation & Data
- Collaborate with appropriate staff to provide evaluative information and statistics for consumption by the media and general public.
- Coach and mentor educators on evidence-based strategies and methods for literacy instruction
- Create, develop, refine, select, and distribute professional learning materials and supplies as deemed beneficial
- Maintain appropriate data collection, records, reporting, and files as required for clients/agencies
- Keep abreast of current evidence-based literacy research and industry trends and developments
- Collect and maintain records on key tasks, activities, and participants
- Assist with the preparation and reporting of grants and contracts as required
- Provide supports both in person and virtual
- Produce articles and written materials on appropriate literacy topics for public dissemination as requested

- Facilitate professional development and consulting services around structured literacy implementation in curriculum, literacy assessments, student data, and literacy plans
- Be sensitive to the interrelationships of both people and functions within the organization
- Provide leadership and guidance, while promoting a positive work culture, to assigned staff and with all members of The Center
- Fully comply with board-approved policies and corresponding procedures
- Contribute to team efforts to complete other daily tasks and meet pending deadlines
- Provide and/or lead other services and priorities of The Center as directed by the VP and CEO
- Accept other responsibilities as assigned by the VP and CEO

Qualifications

- Master’s degree in Early Childhood Education, Speech Pathology, or a related field
- Infant, Toddler and/or Preschool CLASS Observer Certification
- Maintain certifications as a Pathways-certified trainer, reliable in CLASS Observer Infant, Toddler and Pre-K, TSGold inter-rater reliability certifications, LDOE credentials, and any/all other professional credentials
- 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
- Louisiana Department of Education teacher certification or Speech Pathologist certifications
- Experience in presenting educational training programs with demonstrated knowledge and practice in the areas of early language arts and evidence-based reading instruction
- Knowledge of LDOE, BESE, and local school policies and practices as they relate to teaching early language arts/reading
- Knowledge of child growth and development – specifically language and literacy development included related disorders – for children in EC settings
- Maintain up-to-date knowledge of childcare licensing regulations, Louisiana's unified rating and improvement system, Child Development Associate credential, and the State Department of Education initiatives
- Ability to assess levels of student/teacher/school achievement effectively, analyze test results, and prescribe actions for improvement
- Awareness of diverse learner needs, including cultural and developmental
- Knowledge related to adult reading instruction – including those from special populations (preferred)
- Experience or knowledge related to establishing and/or implementing reading programs in a variety of settings external of traditional education settings
- Excellent verbal and written skills
- 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
- Travel required in-state (Louisiana) and out-of-state, as necessary

Environmental Conditions

- Spend time both in the home office and in the field
- Must have reliable, insured private transportation
- Must pass extensive criminal background check