

Job Description
Richmond County Partnership for Children, Inc.

Job Title: Education Specialist II

Reports To Executive Director

Classification: Part-time (up to 30 hours weekly)

Department: CCR&R

Effective Date: October 2022

Job Statement:

Richmond County Partnership for Children (RCPC) is looking for an experienced early childhood professional with extensive knowledge of child care and excellent adult learning skills to provide services to child care providers and families. Candidates should be able to provide technical assistance and training relating to child care quality and developmentally appropriate practices.

To be successful as an Education Specialist II, candidates should be service-oriented, highly observant, an active listener, and skilled in critical thinking. They must be able to design and conduct adult learning opportunities to improve individual performance and overall child care quality. Most importantly, the Education Specialist II must have the ability to assess the needs of individuals and help coach individuals to improve practices.

Duties include, but are not limited to:

Provider Services

- Assist with providing information, training, and technical assistance using evidence-based models and activity guidelines to child care providers designed to support child care quality.
- Create records of service delivery and individual participant progress using tools described in the activity guidelines.
- Enter and maintain electronic records used for evaluation and monitoring.
- Keep up with the latest developments in the field by attending training and reading current journals, blogs, books, and articles.
- Assist with trainings for licensed childcare providers and maintain the necessary documentation for compliance.
- Work closely with the child care consultant from the Division of Child Development and Early Education (DCDEE) and the Child Care Health Consultant.
- Promote participation in the WAGE\$ education-based salary supplement and T.E.A.C.H. scholarship programs.
- Assist with creating and distribute newsletter.

Family Support

- Oversee assigned family support programs.
- Serves as a resource for parents for identifying resources to meet the needs of children and families.
- Assist with parent education activities.

Other responsibilities:

- Receive and receipt all fees, donations when necessary, etc.
- Ensure the cash receipts log is maintained.
- Other duties as assigned by the Executive Director.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

Education and Experience

- Associate's Degree in Early Childhood or related field.
- Minimum three years of early childhood experience. Experience working in child care settings preferred.
- Knowledge of early childhood assessment tools and child care licensing.
- Knowledge of adult learning concepts and best practices for early childhood services.
- Knowledge of computer software and databases.

Work Environments

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a part-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. Some evening and weekend work may be required.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected. Work-related travel is reimbursed and must be approved.

Certifications, Licenses (a) Valid driver's license and (b) proof of vehicle insurance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID-19 Considerations

RCPC has a Temporary Teleworking Agreement policy used in all instances in which eligible employees may temporarily telework as a means of social distancing to avoid viral transmission (e.g. H1N1, Coronavirus, SARS).

Teleworking suitability is at the discretion of the Executive Director based on federal and state guidelines.

To keep our team members safe, we have masks available for daily use, hand sanitizer for individual use, and sanitation stations.

NO PHONE CALLS OR DROP-IN PLEASE To apply, please submit a cover letter with your salary requirements and resume to accountspayable@richmondsmartstart.org.

The Agency's policy is to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or veteran status.