

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

EARLY EDUCATION – EDUCATION SPECIALIST

POSITION SUMMARY: The Education Specialist under the direction of the Early Learning Quality Coach, VP of Professional Development, and Chief Early Learning Officer is responsible for providing practice based coaching to teachers to ensure effective instruction for children.

POSITION OVERVIEW:

- Employment Type: Full Time/Exempt
- Location: Warm Springs Administrative Office in Addition to Field Work
- Job Category: Administrative
- Reports to: Early Learning Quality Coach
- Supervises: No One

PRIMARY RESPONSIBILITIES:

- Establish collaborative coaching relationships with teachers, including focused classroom observations, reflection and feedback, goal setting and active planning to enhance teaching and promote positive learning outcomes for children.
- Work closely with the Early Learning Quality Coach, Regional Directors and Center Directors to create and provide on site, classroom based coaching, training and technical assistance that reflect individual teacher needs and identified learning goals for children.
- Support the continuous quality improvement process, in alignment with needs identified in the Program Self Evaluation process and reflective of each Center's Quality Improvement Plan through the QRIS, focused on improving instructional practices and adult-child interactions that support children's skill development in all major domains of development, with emphasis on the areas most critical for school success.
- Support data collection efforts to document children's progress, track teachers' growth and gauge coaching effectiveness and teacher professional development.
- Support and assist with developing content and presenting training to facilitate teacher's professional development and classroom best practices
- Participate in self Professional Development
- Maintain confidentiality of children, families and staff.
- Works as a member of the agency team by promoting the Kidango mission and values
- Provide excellent customer service to all staff, clients, and contacts of agency.
- Advocate on behalf of all children, families, and staff of agency.
- All other duties assigned.

POSITION QUALIFICATIONS/REQUIREMENTS:

- Minimum 5 years in early childhood education, including teaching children 0-5
- BA degree in early childhood education or related field
- Demonstrated ability to provide coaching for Early Learning teachers
- Experience in eLearning processes and technologies desirable
- Ability to accommodate the needs of teachers with different levels of experience and education
- Excellent verbal and written communication skills
- Ability to work collaboratively and effectively in a diverse and fast-paced environment
- Ability to travel to different sites and to work a flexible schedule which may include evenings and/or weekends

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

***Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential job functions.**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at the following link:
<https://www.Kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an Online Employment Application.