

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

## Family Childcare Home Education Network (FCCHEN) Education Specialist

**POSITION SUMMARY:** The FCCHEN Education Specialist provides ongoing support and technical assistance to providers to promote a high quality and early learning program for children and families.

### **POSITION OVERVIEW:**

- Employment Type: Full Time/ Non-Exempt
- Salary:
- Location: San Jose/First Street Office
- Job Category: Early Learning
- Reports to: FCCHEN Program Director
- Supervises: None

### **PRIMARY RESPONSIBILITIES:**

- Maintains a schedule of regular visits to each Provider to help monitor and provide support
- Maintains a collaborative and effective relationship with each Provider
- Helps ensure that the Network is complying with the funding terms and conditions and Title 5 requirements of the CFCC and CCTR contracts
- Ensures that Title 5 requirements are met (DRDP/Regular Parent/Teacher conferences, FCCERS, Annual Parent Surveys)
- Supports each Provider to make meaning of each data point and to create and implement a Summary of Finding and Plan of Action based on annual DRDP/ERS and Parent Survey Data
- Offers regular on-site TA to Providers to create and implement quality curriculum that meet the needs of children and promotes positive outcomes for children
- Promotes a continuous and interactive process between the Providers and staff to create and sustain a strong community, that is empowering and responsive to provider's feedback and needs
- Acts as a liaison between the Providers and the Program Managers and Program Director, helping to ensure that Provider's needs are met
- Builds and maintains supportive and effective professional relationships with staff, Providers, and families
- Helps support regular communication and effective meetings and workshops are provided to Providers and families, that are meaningful and responsive to their needs
- Commitment to continuing ongoing quality improvement, including own professional development

### **POSITION QUALIFICATIONS/REQUIREMENTS:**

- Child Development Teacher Permit
- Minimum 2 years' experience in the field of Early Learning
- Associate Degree or higher
- Experience with a FCCHEN highly desirable
- Knowledge of Title 5 regulations highly desirable
- Bilingual (English/Spanish) speaking, reading, and writing skills required
- Ability to work independently and on a flexible schedule which may include evenings and 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 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  
<http://kidango.org/careers/opportunities.html>

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