

Stokes Partnership for Children, Inc.

Title of Position: Early Education Workforce Specialist

Status: Part-time, Non-Exempt, Hourly

Reports to: Executive Director

Position Summary or Overview:

The Early Education Workforce Specialist (EEWS) works to advance the recruitment and retention of a diverse, qualified, and effective early childhood education workforce (ECE). Using various strategies, the EEWS works to build a career pipeline for the early childhood education workforce including support for continuing education and professional development. Though not inclusive, strategies include:

- Financial incentives and support for individuals entering the early childhood education workforce.
- Financial incentives and support for individuals to participate in apprenticeships, internships, and practicums.
- Financial incentives for individuals who are continuing his/her education through college credits in the ECE field.
- Ongoing training and support of those in the ECE workforce.
- Preservice training for those entering the ECE field to prepare them to enter the field more rapidly.
- Training and support for those wishing to provide substitute care in the ECE field.
- Support and guidance to help decrease barriers and create a more seamless pathway for those interested in the ECE field.
- Collaboration with other local, state, and national early childhood professionals to provide the workforce with a broad range of educational and professional development experiences to motivate the workforce to strive for excellence as a teacher in the ECE field.

Activities to support this position include, but are not limited to the Workforce Innovation to Support Early Education (WISEE), Child Care Resource and Referral (CCR&R), and Enhancing Quality Through Professional Development (EQPD).

Position Qualifications (minimum qualifications including job experience, skills, education and training):

1. A minimum of a Bachelor's Degree in Early Childhood Education, Education, Human Services, workforce development, or a related field.
2. Preferred three or more years of experience in early childhood education.
3. Experience in workforce development a plus.
4. Preferred experience in working with diversity, including culturally, ethnically, and ability diverse
5. Ability to provide program oversight and team leadership.
6. Ability to work independently and seek new ways to meet the abovementioned strategies.
7. Effective interpersonal skills.
8. Proven communication skills, both written and verbal.
9. Ability to lead workshops or seminars.
10. Understanding of community building processes.
11. Computer skills (spreadsheet, word processing, internet, and database management).
12. Effective collection and maintenance of records and information.
13. Effective time management skills.

Major Duties and Responsibilities:

Workforce Innovation to Support Early Education (WISEE) Program:

1. General oversight of WISEE fiscal and programmatic components, including responding to Smart Start Requests for Proposals and submitting all reporting documents promptly and accurately.
2. Responsible for oversight and implementation of WISEE program policies and procedures.
3. Works with the local universities, community colleges, high schools and early childhood programs to recruit potential students.
4. Works with students and participating partners to develop specifics for implementing and maintaining WISEE program to ensure its successful operation.
5. Identifies and seeks potential supplemental funding sources, including private funds and grants.
6. Works with individuals at all levels of WISEE program (students, teachers, ECE partners, etc.) to develop an effective system of communication.

7. Works with individuals at all levels of WISEE program (students, teachers, ECE partners, etc.) to develop evaluation plan and system of reporting and evaluation, including locating and/or developing appropriate evaluation instruments.
8. Coordinates with participating partners and students to develop appropriate professional development plans.
9. Plans and implements ECE observation experiences in high quality early childhood programs pursuant to current goals of WISEE program.
10. Works closely with local high schools or community colleges to plan and implement apprenticeships, internships or practicums pursuant to current goals of WISEE program.
11. Arranges for other training and educational opportunities, as needed and delivers specific early childhood topics training as needed.
12. Collects and maintains records and data on student progress and implements evaluation instruments and other materials to support the effectiveness of program elements.
13. Determines eligibility for payouts to students by completing and submitting appropriate paperwork to the Finance Manager, while ensuring adequate documentation is on file.

Enhancing Quality Through Professional Development (EQPD):

1. Coordinates the Enhancing Quality Through Professional Development (EQPD) program working with child care providers applying for milestone and per course incentives.
2. Adheres to fiscal and programmatic components of Enhancing Quality Through Professional Development (EQPD), including responding to Smart Start Requests for Proposals and submitting all reporting documents promptly and accurately.
3. Follows policies and procedures to determine eligibility for payouts.
4. Completes necessary paperwork required for payouts.

Child Care Resource and Referral (CCR&R)

1. Grows and trains Stokes County's child care teacher workforce by implementing recruitment strategies and professional development.
2. Works closely with the CCR&R Coordinator to support the early childhood education workforce.

3. Assists with the duties of the CCR&R Resource Library, with a focus on using it to support the early childhood workforce.
4. Assists with the scheduling and implementation of CCR&R training and professional development for child care in-service training credits through the Division of Child Development and Early Education for Stokes County.
5. Stays familiar with the NC Child Care Regulations.
6. Encourages and provides information regarding college credit educational opportunities and classes available to early childhood educators. Collaborates with relevant Smart Start funded early childhood programs that are targeted to this objective.
7. Helps plan and coordinate activities for the annual National Provider Appreciation Day, as funds allow.

General:

1. Provides the on-going evaluation of all relevant activities to ensure outputs and outcomes are appropriate.
2. Updates job knowledge by participating in educational opportunities and reading professional publications and other pertinent sources of information.
3. Is responsible for helping meet agency cash and in-kind match requirements; participates in agency fund development activities, such as BBQ for Books; writes grants and helps with general fundraising.
4. Helps plan SPC activities and participates in community events as needed (i.e.: Little Folks Festival)
5. Adheres to the organization's code of ethics and complies with the confidentiality requirements.
6. Performs other related duties as assigned.

Physical Requirements of the position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

While performing this job the employee is:

- Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.

- Periodically required to stand, walk, stoop, and kneel.
- Occasionally required to lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus to operate the computer.

The position also requires the ability to frequently work under time pressure.

Additional Requirements:

1. Valid NC Drivers License
2. Current criminal record check revealing no criminal record
3. No record of substance abuse
4. Drug Screening
5. Willing to travel overnight.