



Job Description

Job Title: Early Childhood Specialist
Reports To: Director of Programs Achieving Quality (PAQ) Services

Summary

Under the general direction of the Director of PAQ Services: creates and provides agency and project training, provides classroom coaching on best Early Childhood practices and licensing, works closely with a team of other Early Childhood Specialists.

Essential Duties and Responsibilities include the following, as well as other duties that will be assigned.

Participates in agency committees, events, staff meetings, community partner meetings, and creates and provides agency training

Provides guidance to programs with Environmental Rating Scale Assessments and with preparation for licensing and accreditation

Creates and provides training and coaching for early childhood center directors on licensing, business practices, and adult learning theory

Provides on-site coaching and modeling of best early childhood classroom practices and assistance with developing/implementing quality action plans

Represents U4C in the community in a professional manner

Completes all necessary reporting

Assists with program events, includes some evenings and weekends

Implements program and project scope of work in collaboration with team members while striving for a shared vision

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must possess training experience and be technologically literate. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Bachelors degree in Early Childhood, Child Development or field related to early care and education, three to five years experience working with children in a child care setting, knowledge of adult education; experience presenting training and willingness to perfect the craft, or equivalent combination of education and experience.

Language Skills

- Very strong oral communication skills with respectful attitude toward diverse people and approaches.
- Ability to communicate thoughts and ideas clearly and concisely in written form to varying reading abilities.

Physical Requirements

- Must be able to maneuver through an early childhood classroom in such a way as to make unobtrusive observations and interact with children at their level.
- Some standing during classroom observations and training sessions is required.
- Moderate lifting is required.

Travel

- Must have reliable transportation.
- Must be able to travel to St. Louis city, county, surrounding counties plus various locations in Missouri, Illinois and attend regional and national meetings and conferences.
- Must have Missouri or Illinois driver's license and automobile insurance carrying the required level of liability insurance.

To apply for this position please send resume and cover letter to hr@united4children.org.

U4C is an equal opportunity employer.

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