



The Partnership for Children of Wayne County, Inc.

Job title	<i>Program Specialist</i>
Reports to	<i>Director of Early Care and Education</i>

Job Purpose

The Program Specialist will drive the delivery of community-based technical assistance, coaching and training in Wayne County for early care and education providers. The Program Specialist will learn about program needs to ensure that early care and education systems provide high quality experiences and support safety, well-being and healthy development of children in our community.

Duties and responsibilities

- Introduces all clients to the range of services offered by the Partnership and assists clients in obtaining services needed.
- Knowledgeable of NC Division of Child Development and Early Education (DCDEE) and childcare rules and regulations.
- Knowledgeable of NC Child Care Sanitation guidelines.
- Knowledgeable of NC Rated License assessment.
- Knowledgeable of NC Early Learning standards.
- Maintains program integrity and confidentiality of all client information at all times.
- Contributes to Partnership newsletter.
- Complies with all purchasing, internal control, grant, bidding, and other policies and procedures of the Partnership.
- Acts as a liaison between the Partnership and the local child care community.
- Develops and delivers training in an adult learning environment to support the ongoing professional development of early childhood educators.
- Provides hands-on intensive technical assistance in improving child care program quality and experiences including implementation and facilitation of Quality Improvement Planning process.
- Maintains records of all activities, technical assistance, training or other services rendered ensure accountability.
- Works with higher educational institutions to promote further educational advancement.
- Prepares and maintains written reports and documentation that demonstrate compliance with Smart Start reporting, in-house reporting, and other reports requested by supervisor.
- Prepares and maintains quarterly reports and documentation that demonstrate CAD, logic model, strategic plan, and early childhood profile compliance and submits such reports as requested by the Director of Program Coordination and Evaluation or supervisor.
- Maintains own professional development opportunities to stay current with all requirements related to job responsibilities.
- Works with other professionals to improve health and safety of children.
- Advocates for quality child care.
- Develops and facilitates systems to support increased quality early care and education experiences for children.
- Other duties as assigned by the Director of Early Care and Education or Executive Director.

Qualifications

Education

- A Bachelor's degree or higher in one of the following areas is required:
 - Early Childhood Education (preferred)
 - Child Development (preferred)
 - Special Needs
 - Education
 - Other Related Field

Work Experience

- At least two years' experience working with young children and families or as a child care provider is required.
- Must be proficient with Microsoft Office software.
- Must be proficient with personal computers in a Microsoft Windows environment.
- No substantiated occasions of abuse or neglect with any children, including one's own.

Knowledge

- Working knowledge of early care and education is required.
- Familiarity of environment rating scales: ITERS, ECERS, FCCERS.
- Familiarity of Preschool Outdoor Environmental Measurement Scale: POEMS.
- Familiarity of Classroom Assessment Scoring System: CLASS.
- Knowledge of developmentally appropriate activities for young children.
- Knowledgeable of North Carolina child care licensing laws and regulations
- Knowledgeable of North Carolina Child Care Sanitation Guidelines
- Knowledgeable of developmental assessment tools.
- Understanding of the various agencies providing children's services in North Carolina and Wayne County is preferred.
- Knowledge of Smart Start legislation and guidelines preferred.
- Knowledge of Consumer Product Safety Commission standards preferred.

Skills, Abilities and Personal Attributes

- Must be able to effectively present information orally and in writing.
- Must be able to work effectively with people from diverse backgrounds.
- Must be able to work effectively with young children age birth to five.
- Must assume responsibility for accuracy and timeliness of work product.
- Willingness to work evenings, weekends, and holidays, as needed.
- Must have a valid driver's license and reliable and effective mode of transportation.
- Should have good typing skills.
- Must assess situations and determine the appropriate approach to take when working with providers and parents.
- Must be able to independently resolve all problems other than unusually complex issues.
- Maintain a positive and professional attitude is always expected and should have the ability to shift duties as often as necessary.

Working conditions

- Working conditions for a Program Specialist include being face-to-face with staff, management and providers on a regular basis. Maintaining a positive and professional attitude is always expected and should have the ability to shift duties as often as necessary. Exposure to normal office and household items exists.
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Physical requirements

The Program Specialist will need to have sufficient mobility and strength to perform all duties and responsibilities of this position. The job may include sitting for long periods of time, light lifting, repetitive motions, bending and frequent walking/moving around to accomplish tasks.

Direct reports

- Position is classified as an exempt.
- Position is a member of the Early Care and Education Department.