EHS Education Specialist

REPORTS TO: EHS Coordinator

FLSA STATUS: Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for assisting with planning, developing and implementing education content area, including monitoring, analyzing, and providing feedback concerning Content systems within the Early Head Start Program.

Essential Functions:

The EHS Education Specialist will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The EHS Education Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The EHS Education Specialist will demonstrate competency to perform essential functions that include:

- Assists with planning & assuring quality program policy and procedures are provided and meet all current trends regarding researched based practices as well as compliance with all local, state and federal regulations.
- Maintains ECE expertise and disseminates such knowledge by providing ongoing quality assistance to staff.
- Assists with development and dissemination of resources and best practices for the process of implementing quality improvement efforts.
- Assist with development and management of content contracts, collaborations, and memorandums of understanding as needed.
- Establishes recordkeeping and monitoring systems to assure program quality.
- Promotes continuous quality improvement and quality assurance efforts for the agency.
- Facilitates peer-to-peer learning both one-on-one or group settings in joint process of capacity-building strategies.
- Provides skill development and mentoring to staff progressing in their position by performing on-the-job technical assistance and mentoring of specific skills. Provide guidance to staff in building skills and competence.
- Supports the professional development of staff by delivering coaching and technical assistance.
- Participates in site visits to assess program needs and recommends planning strategies for system and process improvement.
- Communicates effectively with co-workers and community members. Attend and/or assist with meetings to meet content needs.
- Promotes consistent exchange of information by communicating in a professional manner through verbal and written means while maintaining confidentiality at all times.

Minimum Requirements:

- Associate degree in Early Care and Education, Elementary Education or closely related field. Bachelor degree preferred. All education must be from an accredited institution.
- Certificate from an accredited Food Protection Managers Program within 30 calendar days of hire.
- One year participation in committees and workgroups.
- Three years providing T/TA and consultation services to Early Head Start programs.
- Two years working with low income, culturally and linguistically diverse families.
- Advanced computer skills in Excel, Power Point, Word, Access, internet and email.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide as needed a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge in Head Start Performance Standards, adult learning styles, monitoring procedures, and legal requirement required.
- Knowledge of Head Start Procedure Standards, ECSE, and ADE regulations required.
- Possess excellent oral (to include public speaking) and written communications required.
- Knowledge of Child Development Associate (CDA) credentialing process, NAEYC accreditation, Head Start Procedure Standards, Head Start Early Learning Framework and CLASS required.
- Excellent oral and written communication skills required.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hours per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature   Date