

## Education Specialist

**REPORTS TO:** Lead Education Area Manager

**FLSA STATUS:** Exempt

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

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Responsible for assisting with planning, developing, monitoring, and implementing the preschool education curriculum. This includes implementing and supporting education systems within the Head Start Program.

### **Essential Functions:**

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

- Assist in planning, developing, and implementing Bureau of Child Care Licensing (BCCL) regulations and Head Start Program Performance Standards (HSPPS) in regard to curriculum and Head Start Classrooms.
- Oversee Center Base curriculum and assessment and provide training to Center Base staff.
- Analyze and monitor child assessment and ChildPlus data.
- Provide feedback to sites regarding fidelity of curriculum per HSPPS.
- Provide training and technical assistance to staff in this Content area.
- Monitor Head Start playgrounds in meeting safety regulations.
- Meet with playground contractors/vendors for necessary repairs and changes.
- In collaboration with the Education Area Manager, prioritize budget for needed playground repairs and changes.
- Report regularly to the Education Area Manager.
- Participate as a team member within the agency and in the community as needed.
- Meets as needed with contractors, vendors Site Managers, site staff, and community members.
- Travel often to PGCCS Head Start sites in agency or personal vehicle.
- Participate in the Conscious Discipline Action Team and provide training and technical assistance to staff.
- Utilize virtual platforms for meetings and communications

### **Minimum Requirements:**

- Associate degree in ECE, Child Development, or related field from an accredited institution; Bachelor's Degree preferred.
- Two years of experience providing demonstrated high quality services to HS/EHS families.
- Two years of experience directly with BCCL regulations.
- Advanced computer skills including Excel, PowerPoint, Word, internet, email and tablets/iPads.
- Arizona's driver license, proof of insurance, fingerprint clearance card, Social Security card, vehicle may be available for program business.

- Health Questionnaire is required at hire and updated every 3 years.
- Meet all agency, state and federal required immunizations or have an approved exemption on file.
- Must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

- Possess knowledge in HSPPS, home visitation techniques, and adult learning styles.
- Possess excellent oral and written communication skills.
- Work collaboratively and with diverse site staff.
- Ability to work independently.
- Demonstrate the understanding of Department of Child Safety (DCS) reporting system, including signs and symptoms of child abuse and neglect.

**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. The hours of work will generally be during regular business hours and average at least 40 hrs. 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.

**Acknowledgements:**

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

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Date