



JOB DESCRIPTION

Job Title: Early Literacy Specialist

Reports to: Provider Services Manager

Supervises: N/A

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting around \$22.00

Position Summary:

All employees must adhere to the Coalition's core values. Responsible for the provision of technical assistance, support, and training for targeted funded childcare providers on appropriate early literacy activities. The goal is to assist childcare providers in achieving and maintaining full implementation of literacy curriculum activities, quality indicators and conduct program fidelity monitoring.

This is a grant funded position that will continue until funds are depleted.

Essential Job Functions:

I. Early Literacy Technical Assistance (TA) and Training

- Collaborate with Early Care and Education Providers in promoting integrated literacy activities.
- Help create positive, goal orientated relationships between Early Care and Education Providers
- Promote best practice and evidence-based programming.
- Support Early Care and Education Providers' culture and language into all early learning programs.
- Support the implementation literacy programs "BrighStart!"
- Conduct outreach and recruit volunteers and participants for various initiatives.
- Lead early literacy professional development for teachers, directors, and owners.
- Lead BrightStart! and Early Emerging Literacy Workshops
- Evaluate and assess program effectiveness.
- Assist with the coordination of center-based Literacy Initiatives
- Provide literacy-supporting resources.
- Liaise with community partners to coordinate service delivery.
- Collaborate with Early Literacy Specialists, Inclusion and Intervention Services, Baby Institute Staff, and Provider Programs manager, and other support services staff to build site-based literacy connections.
- Create reports necessary to comply with all grant requirements.

II. Classroom/Center Assessment, Technical Assistance (TA) and Training

- Reliably conducts CLASS Assessments of assigned providers in accordance with
- Coalition procedures and OEL SR Assessment Criteria
- Provides expertise and technical assistance in current Coalition approved programs and trainings (could include but not limited to: Classroom Assessment Scoring System (CLASS), Teaching Strategies GOLD and/or QRIS) designated by the coalition to all assigned childcare centers and/or homes.

- Develops positive relationships in the provider setting.
- Provides general TA such as: mentoring, material resources, room arrangement, lesson planning, curriculum, and safety.
- Coaches providers to implement recommended changes or enhancements that would lead to improvements and/or accreditation and licensing.
- Works together with providers to identify key needs, areas of concerns, goals, and objectives to improve operations and services provided.
- Conducts and/or assists with provider training and designated programs.
- Specializes in specific areas of ELC quality initiatives as assigned.

II. Data Collection and Management

- Collects accountability data in Coalition Database system.
- Maintain contact records in Coalition Database system.
- Complies with Coalition required reporting, case management information, and keys information in Coalition Database system within 48 hrs.

IV. Program Support Functions:

- Communicates and coordinates all efforts with internal departments.
- Assists with identification of Early Literacy materials.
- Inventory and distribution of Early Literacy resource materials.
- Contributes content necessary for the development of program policy and procedures.
- Other duties as assigned.

VI. Professional Development

- Attends required training programs to keep abreast with the latest developments in childhood education trends related to emerging Language and Literacy.
- Perform other special and/or related assignments as requested.
- Attends webinars/online training as assigned.
- Maintains reliability in quality tools as required.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Comprehensive understanding of Child Development and the birth to five continuum of literacy development.
- Knowledge and experience in working with diverse cultures that match community populations.
- Experience in effective interactions with Early Care and Education Providers and educators in a variety of situations
- Preferred certification in Infant, Toddler and/or Pre-K CLASS.
- Preferred experience working with Teaching Strategies GOLD.
- Working knowledge of early intervention programs and family engagement expectations
- Facilitation experience with adult learners
- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Demonstrated knowledge of child development and appropriate childcare practices and knowledge of Florida state standards and requirements.

- Ability to work flexible/hours schedule i.e., occasional Saturdays, or evening hours.
- Ability to solve problems and deal with a variety of variables.
- Proficiency in the use of computer software (Microsoft Office Suite). Ability to navigate the Internet.
- Required Florida Driver's License with reliable transportation to travel daily to off-site locations.
- Professional appearance and presentation.
- Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.
- This job requires interaction with children birth to five years of age at coalition community and volunteer events.
- This job will require remote/hybrid work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed to work with vendors/families and co-workers. You will also need to provide the address for your Telework location.

Education and Experience:

- A minimum of a Bachelor's Degree in Early Childhood Education, Child Development, Developmental or Child Psychology, Elementary Education or closely related field, with a minimum of two (2) years of experience working directly with children in an early childhood setting is required. A Master's Degree, experience as a literacy specialist, and at least one year of training adults is preferred.
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing - preferred.

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