



Education Specialist Job Description

Job Title: Education Specialist

Department: Program Department

Reports to: Program Manager

Supervises: None

FLSA Status: Full-Time/Non-Exempt

Job Summary: The Education Specialist supports and builds childcare center staffs' knowledge and expertise to achieve and maintain high-quality early childhood education. The Education Specialist ensures implementation of evidence-based curriculum and assessment measures to help centers achieve excellence in service delivery.

Essential job functions include:

Supervisory Responsibilities: None

Position Duties & Responsibilities:

- Provides ongoing professional mentoring and assessment to childcare providers.
- Implements coaching and mentoring using innovative technological approaches.
- Utilizes a variety of teaching methodologies to train effectively.
- Builds professional, cooperative relationships with center leaders and staff.
- Maintains an established child development center caseload.
- Utilizes evaluation tools to assist providers with programmatic and business improvements.
- Identifies professional development needs for providers and assists center leadership with identifying available opportunities for themselves and their staff.
- Provides guidance in selecting materials and equipment necessary to achieve desired outcomes.
- Participates in staff meetings, professional development, and interdepartmental activities.
- Collaborates with partner organizations to provide services to centers.
- Documents statistical data in an accurate and timely manner.
- Submits reports and prepares other documents as requested.
- Meets with supervisor regularly for updates, assignments, and information sharing.
- Meets or exceeds all established goals.
- Performs other duties as assigned.

Required Skills & Abilities:

- Has strong communication skills, both oral and written.
- Interacts and communicates effectively with people from various backgrounds and experiences.
- Is self-directed and works independently in a fast-paced environment.
- Is technologically proficient in online instruction and remote work.
- Is highly proficient in Microsoft Suite.
- Possesses efficient organizational and time management skills.
- Works in a team environment, is mission-focused and detail-oriented.
- Has sound judgement and can resolve issues with available resources.

Additional Requirements:

- Has a valid Texas driver's license and proof of current auto insurance.
- Is fully vaccinated as defined by the CDC against COVID-19.
- Passes an agency-administered, comprehensive background check satisfactorily.
- Has access to reliable transportation to travel throughout the metroplex.
- Is able to work occasional evening and weekend hours.

Required Education & Experience:

- Minimum of 2 years employment in early childhood, mentoring, or education role.

Preferred Education & Experience:

- Bachelor's degree in related field.
- Experience as a Childcare Director or Assistant Director.
- Knowledge of national accreditation processes.

Core Competencies:

- **Mission-Focused:** Deep rooted passion for ensuring children have access to high quality early childhood education opportunities.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all members of the team and community stakeholders; and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals that align to creating, resourcing, scaling, and leveraging strategies and innovations for greater impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the organization.

Equal Employment Opportunity: Educational First Steps is committed to a policy of equal employment opportunity. Employment decisions are not based on an individual's race, color, religion, sex (which includes pregnancy and pregnancy-related conditions), gender identity, sexual orientation, national origin, marital status, citizenship status, genetic information, age, disability, political belief, membership or application for membership in a uniformed service, or any other unlawful basis.

Working Conditions: This position may include prolonged periods of sitting, standing, and working at a computer. Additionally, this position requires long periods on the phone working with clients and providers. Must be able to lift up to 15 pounds.