



Education Specialist Job Description

Who We Are:

At Educational First Steps, we're on a mission to sprinkle a bit of magic into the world of early childhood education! At Educational First Steps, we're dedicated to adding a touch of magic to early childhood education! Through our program, the Four Steps to Excellence, we provide evidence-based training, mentoring, and resources at no cost to teachers, families, and communities. This assistance helps childcare centers achieve national accreditation, empowering childcare providers to deliver top-notch care and ensure every child has an equal chance at success.

Job Summary:

The Education Specialist supports and strengthens the knowledge and expertise of childcare center staff to achieve and maintain high-quality early childhood education. Education Specialist play a crucial role in guiding centers through National Accreditation Commission (NAC) and National Association for the Education of Young Children (NAEYC) accreditation, ensuring adherence to standards and best practices. By developing strong relationships with center directors and teachers, the Education Specialist creates a schedule for on-site visits to provide practice-based coaching and support, focusing on the administrative side for NAC accreditation and reaccreditation.

Position Duties & Responsibilities:

- Self-starter who effectively manages time and utilizes tools such as the Outlook calendar to ensure efficient and organized support for childcare centers to support their caseload.
- Implements coaching and mentoring using materials that promote and provide quality childcare.
- Build cooperative relationships with center leaders and educators to maintain and improve the quality of childcare.
- Utilizes EFS's in house assessment tool to assist providers on pursuing NAC/NAYCE accreditation or reaccreditation.
- Collaborates in developing plans for centers to outline site visits, professional development, and administrative support.
- Attends monthly all-staff meetings and contributes to program team meetings with an expectation to facilitate parts of meetings on a rotating basis.
- Utilizes technology to input visit reports and maintain up to date progress records for centers.
- Engages in regular check-ins with their supervisor to foster collaboration.
- Use applications such as the Outlook calendar and other tools to schedule, organize, and coordinate on-site visits, meetings, and support sessions efficiently.
- 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.
- Demonstrates proficiency in Microsoft Office Suite.
- Possesses efficient organizational and time management skills.
- Works in a team environment, is mission-focused and detail-oriented.

Additional Requirements:

- Has a valid Texas driver's license and proof of current auto insurance.
- Passes an agency-administered, comprehensive background check satisfactorily.
- Has access to reliable transportation to travel throughout the metroplex.
- Proficient in working occasional evening and weekend hours, including at least one weeknight in February and one weekend in April.

Minimum Qualifications

- Bachelor's Degree or at least 2 years as a Center Director currently enrolled or willing to pursue and complete a bachelor's degree within the next 3-5 years.
- Minimum of 2 years relevant experience in early childhood, mentoring, or educational roles.
- Knowledge of child development, early childhood education, and effective teaching methodologies.

Preferred Qualifications

- Experience in Instructional Coaching, preferably with early grades.
- Experience as a Childcare Center Director or Assistant Director.
- Knowledge of national accreditation processes, preferred experience in obtaining NAC accreditation.
- Familiarity with QRIS systems in early childhood education, including Texas Rising Stars (TRS), Classroom Assessment Scoring System (CLASS), Infant/Toddler Environment Rating Scale (ITERS), and Early Childhood Environment Rating Scale (ECERS).

Employee Total Rewards and Perks:

- Multiple health insurance plans, partially or fully funded by EFS
- 401(k) retirement plan with an employer match
- Paid time off, including 13 paid holidays
- Up to 4 weeks bonus vacation paid time off for Summer and Winter
- Remote work and flexible schedule options
- Phone stipend
- Employer-paid professional development

Compensation: \$50,000-\$60,000

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.

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.