



## Job Description

**Job Title:** Early Childhood Specialist  
**Department:** Head Start and Early Head Start  
**Reports To:** Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 2

**Summary:** This position has oversight of the Head Start and Early Head Start programs to ensure compliance with any State or Federal regulations. In addition, provide monitoring of centers, prepare corrective action plans for approval, ensure staff are appropriately certified and trained among other program related activities. This position assures that center staff are implementing approved curriculum and oversees day-to-day operations. In addition, provides support, planning, and oversees supervision for home engagement specialists for home base option.

### Essential Duties and Responsibilities:

- Oversee requirements of Education and Child Development in the *Head Start Program Performance Standards* for children ages birth to five as well as prenatal clients exercising discretion and independent judgement with respect to all matters of this section including evaluating and comparing possible courses of action and making decisions or recommendations.
- Oversee carrying out goal, policies, and activities to implement Services for children with disabilities of the current *Head Start Program Performance Standards* annually updating and/or revising written serviced plans in conjunction with parents, staff, Policy Council and Board of Directors.
- Oversee CLASS requirements and CLASS observations are complete in all classrooms as appropriate.
- Ability to interact with teenage parents and pregnant teens in a warm and caring environment.
- Assure consistent, stable, and supportive relationships are developed with infants and toddlers.
- Ability to budget.
- Demonstrated leadership ability.
- Travel within the county and out-of-county as necessary including participating in relevant training sessions.
- Plan training and coaching for program staff.
- Oversee and administer developmental and sensory screenings, evaluations and treatment as appropriate.
- Oversee behavior health screenings by assuring behavior checklists are administered with all children.

Mission Statement: *“Working together with individuals, families, and communities to provide resources for a better life”*

Approved by Policy Council: July 29, 2024

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- Advise staff and parents in meeting the requirements for qualifications of a Head Start/Early Head Start teacher including CDA and Child Development Apprenticeship program.
- Assist in establishing and maintaining enrollment of total funded slots of eligible participants.
- Supervise and evaluate Head Start teachers in their performance.
- Assist in developing and implementing written training plan with input from other area specialists and with approval of the Head Start/Early Head Start Director based on needs assessment for staff and parents in addition to maintaining training records.
- Assist writing monthly newsletter, including developmentally appropriate activities for parents and children.
- Work with teaching staff in developing lesson plans providing individualization for participants as well as emphasize on creativity in curriculum. Review and approve weekly lesson plans for classroom.
- Oversee all transition activities to assure families entering and leaving the program do so without a loss of service.
- Assure staff to child ratio is maintained in all classrooms at all times.
- Assure parents are involved in the educational program in the classroom and at home.
- Request and purchase all instructional supplies and equipment.
- Establish and maintain linkages with public schools and ensure IEP for all children with special needs are followed.
- Arrange, coordinate, and monitor contractual and donated services of community agencies.
- Provide linkage and transportation services for follow-up treatment and other referrals for mental health services and children with special needs.
- Maintain up-to-date files on child development and children with special needs.
- Submit reports in a timely and accurate manner.
- Ensure all state and federal educational guidelines are followed.
- Review and approve timesheets and leave request.
- Ability to communicate with families in a warm and caring manner.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

**Supervisory Responsibilities:** This position has supervisory duties.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.

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- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

**Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable. Bachelor’s degree in early childhood education with 1 year of related and supervisory experience. Training in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) per Performance Standards, OSHA training and current Food Handler’s Permit, physical exam every two years with an initial tine test or TB Risk Assessment. Among other State and Federal requirements.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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