

**Early Childhood Investment Corporation
Position Description:**



Specialist for Early Education

Supervision Received and Exercised:

Received

- Receives direction from the Vice President for Great Start System Planning and Evaluation

Responsibilities and Duties:

This list is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

1. Serves as ECIC Knowledge Leader for Great Start System Component on early education
 - Continuously seeks and remains abreast of research related to the strategic outcomes for early education
 - Prepares research briefs for use by ECIC and GSCs
 - Initiates, coordinates and oversees ECIC knowledge development projects or initiatives that will advance the strategic outcomes for early education
 - Partners with state government administrative and program staff on initiatives and projects that advance the strategic outcomes for early education
 - Prepares and provides presentations to policy makers and opinion leaders that will educate about the need to advance the strategic outcomes for early education
 - Facilitates learning within ECIC for staff and Board members related to early education
 - Develops funding proposals that will advance the strategic outcomes for early education
 - Other duties as assigned by VP for Great Start System Planning and Evaluation
2. Serves as the ECIC staff leader for External Board Advisory Committee related to early education
 - Works with Committee chair and co-chair to assure accomplishment of the annual "Scope of Work"
 - Organizes and facilitates Committee and sub-committee meetings
 - Recruits and sustains membership of Committee; orients new members, provides ongoing committee member development
 - Develops documents and information for the Committee's use
 - Keeps a detailed record of Committee proceedings
 - Meets regularly with VP for Great Start System Planning and Evaluation, the staff leader for the ECIC Executive Committee's Strategic Planning Committee, to assure alignment of all efforts with this oversight committee

- Oversees logistics for events related to the Committee's work
- Interfaces with ECIC Communications Director to bring attention to Committee events and products
- Other duties as determined with Committee leadership and ECIC staff

3. Plans, coordinates, provides and/or oversees the provision of information, consultation, technical assistance, and training to Great Start Collaboratives related to early education

- Reviews GSC strategic plans and Early Childhood Action Agendas on an annual basis; prepares an analysis of learning needs
- Develops annual priorities in partnership with GSCs Coordinators/Directors and Director for Great Start Collaborative Development and Assistance
- Develop an annual plan to address prioritized learning needs in consultation with Director for Great Start Collaborative Development and Assistance
- Implements the plan; providing regular updates on progress to Director for Great Start Collaborative Development and Assistance and VP for Great Start System Planning and Evaluation
- Assesses the impact of learning, participant evaluation and long-term evaluation through analysis of community data and evolution of strategic plans
- Responds to requests for opportunistic assistance and coordinates efforts with ECIC Regional TA staff, as needed
- Other duties as determined appropriate to needs of the GSCs

Qualifications and Required Skills:

- Masters degree from a discipline related to the field of early childhood with 3 to 5 years related experience or a Bachelors degree from a discipline related to the field of early childhood with 7 to 10 years related experience
- Comfortable with work involving confrontation and negotiation
- Detailed oriented with a multi-tasking aptitude
- Self- motivated
- Professional, discreet and tactful
- Cooperative in maintaining working relationships with those contacted in the performance of the position
- Comfortable working independently and maintaining multiple responsibilities
- Comfortable working under deadline pressure
- Creative, resourceful and forward thinking
- Relate well with others and promote a positive professional demeanor

Knowledge of:

- Effective group consultation and meeting facilitation skills
- Understanding of how to create and sustain a collaborative approach in all aspects of this position
- Broad range of group process, strategic planning and organizational development principles
- Appropriate evidence-based, early childhood program development and implementation

- Proficient in Microsoft Word and Excel software usage
- Strong problem solving, leadership and analytical skills

Ability to:

- Effectively serve as an internal and external consultant on early education to the Great Start System at all levels
- Develop and conduct relevant and effective individual and group learning opportunities
- Navigate through complex issues with individuals and groups at all levels of the Great Start System using good judgment in recognizing one's scope of authority
- Deal effectively with individuals at all business levels and variety of situations requiring tact, judgment and composure
- Organize tasks and time to ensure timely completion of all projects and responsibilities
- Maintain strict confidentiality in all matters, unless given express permission
- Communicate clearly and concisely both orally and in writing
- Perform efficient and accurate applications using spreadsheet software, independently prepare work processing reports, creating finished documents which meet ECIC requirements and are professional in appearance
- Maintain accurate and detailed files and records in accordance with ECIC guidelines
- Work efficiently and accurately, while projecting a customer-oriented image, in an atmosphere of a high intensity work environment
- Plan own work under supervision of the Vice-President for Great Start System Planning and Evaluation
- Exercise excellent judgment in recognizing one's scope of authority
- Adapt to and support a changing work environment
- Periodically work an extended work day
- Ability and willingness to travel, including overnight travel
- Ability to operate an automobile, possession of a valid driver's license and insurance

Signing this position description does not mean the employee agrees or disagrees with it and its assigned duties; it simply means that the employee understands the work assignments outlined herein.

“I have read and understand that the statements and time estimates above and on any attachments to this document are a description of the functions assigned my position.”

Employee Signature

Date

Supervisor Signature

Date

Chief Executive Officer

Date
