Job Description

Title: Early Learning Inclusion Specialist

Reports To: Deputy Director

FLSA Status: Exempt

Supervises: Educational Leaders

Mission Statement:
The mission of Shine Early Learning is to bring a relentless, collective focus on positive child and family outcomes to close the achievement gap and build a better future together for children, families, and communities served by our Head Start partners.

Responsibilities:
The Early Learning Inclusion Specialist supports the Educational Leaders and Teachers to ensure full implementation of all aspects of Shine Early Learning’s early learning system, policies/procedures and tools, with the goal of supporting all children to achieve School Readiness Goals.

- Support Educational Leaders in coaching and mentoring of teaching staff including administering CLASS™ and other teacher performance tools reliably.
- Coach Educational Leaders to effectively facilitate monthly professional learning communities related to curriculum planning and assessment data.
- Capably assist center staff in implementing early learning curriculum with fidelity.
- Provide consistent on-going consultation to teaching staff to support differentiated instruction for children with IEPs or with challenging behaviors.
- In coordination with the Part C agency and/or LEA, ensure timely identification, referral, identified services and transition support for children with disabilities.
- Contribute to ongoing and regularly scheduled recruitment of children with disabilities.
- Apply expertise in on-going, performance based assessment system to support the Educational Leaders and teachers in understanding child outcomes data and using results to plan and individualize instruction.
- Track child outcomes and program quality assessment data across classrooms and centers, analyze data and make program development recommendations based on analysis.
- Assist education team in planning and implementing comprehensive, differentiated and sequential professional development for education staff.

Support for Educational Quality & Positive Child Outcomes

Supports Educational Leaders in coaching related to educational quality including fidelity of curriculum implementation and meeting Shine Early’s School Readiness Goals

- Is the lead coach for certain teachers and teams
- Uses a consultative model to help the Educational Leaders excel as coach, including modeling techniques

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• Provide feedback to Teachers and Educational Leaders in all areas of educational quality, including but not limited to
  
  i. CLASS
  
  ii. Learning Environments
  
  iii. Curriculum
  
  iv. Assessment
  
  v. Meeting All Children’s Needs
  
  vi. Working with Families
  
  vii. Professional Growth and Collaboration

Work with Educational Leaders to create and maintain quality improvement plans; identify and obtain resources to support Educational Leaders in successfully executing quality improvement.

Has expertise in the program’s curriculum model(s) and consistently supports fidelity of implementation, including engagement in curriculum planning meetings

Has expertise in the program’s on-going assessment system(s)

Supports quality of implementation and use of assessment cycle during assessment workgroups

Assist Educational Leaders and Teachers in understanding child outcomes data and using results to plan and individualize

Provides coverage for Center Director role when needed

Track child outcomes and program quality assessment results on a center- and program-wide basis, analyze data and make program development recommendations to Director of Education (DOE) and Executive Director

Assist DOE and team in planning and implementing comprehensive, differentiated and sequential professional development for education staff (provide data and individual information regarding assigned centers)

Assist DOE in collaboration and coordination within education team and across service areas (Family Services, Mental Health and Disabilities and Health/Nutrition) and initiatives

Assist in execution of interviewing and on-boarding of teaching staff and Educational Leaders

Recruitment, on-boarding and supervising substitute teachers

Participates in leadership activities and meetings as appropriate

Use the Early Learning Inclusion Specialist Success Rubric (ELIS-SR) to self assess and set goals for continual growth as an educational leader.

**ADDITIONAL RESPONSIBILITIES**

*Communication and Service Coordination*

Participate in team and 1-1 meetings, regularly scheduled and as needed, to ensure coordination of education services across Head Start program.

Communicate effectively in written or verbal format to groups of all sizes and individuals.

Actively participate in Head Start community, including staff meetings, mandated trainings, committee meetings, and other program-wide functions as needed, including some evening activities.

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Record Keeping and Reporting

Maintain documentation of monitoring, coaching and training activities, adhering to Shine Early’s existing systems (Master Binders, Shine Insight, etc.) whenever applicable.
Complete monthly reports on area activities and progress toward goals with recommended modifications to plans, submit to DOE as scheduled.

Human Resources

Know the personnel policies and procedures.
Devise work methods and procedures that support improvements in existing work practices; supporting the Director of Education, Educational Leaders, Teachers and Assistant Teachers.
Plan and adjust work operations to meet changing or emergent program requirements within available resources and with minimum sacrifice to quantity or quality of work.

Program Governance and Leadership

Lead for the good of the entire organization, understand the big picture and use it as framework to make decisions
Make decisions that support program quality and maintain program accountability.
Work with Director of Education to develop and maintain focus for education service area, align education goals with the strategic direction and needs of the program, and ensure that all education staff understand how their work relates to the program as a whole and the relevant regulations and Performance Standards.
Improve quality and effectiveness of education service area and overall organization by initiating, sponsoring and implementing organizational change and by helping others to successfully manage organizational change.
Promote consistent exchange of information and a cooperative environment within the center director team and other leadership.
Attend parent committees, Policy Council and board of director meetings as needed or requested.
Recognize that your job description is service area specific and that a successful employee upholds the overall employment standards outlined in the Employee Handbook and specifically, but not limited to: confidentiality, child abuse reporting, attendance and dependability, appropriate dress, customer service and support to all families, prudent use of program resources, and promoting and maintaining safe work environment.
Uphold the shared values of Shine Early Learning.

Requirements:
- Bachelor’s Degree in Early Childhood Education OR Bachelor’s degree in related field with at least six (6) courses in early childhood education and experience teaching preschool aged children OR state awarded preschool teaching certification with experience teaching preschool aged children
- Previous experience supervising/coaching in an early childhood setting
- Pass physical examination, background check, and fingerprinting screen
- Able to lift a child weighing 40 pounds, 20 times a day if needed
- Current driver’s license, reliable transportation and ability to travel out of state on occasion
- Reliable transportation and/or state-mandated minimum insurance coverage(s) on your vehicle
- Obtain certification in CPR and First Aid
- Ability to multi-task, work independently, efficiently organize and communicate effectively with off-site supervisors

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- Ability to communicate effectively in written or verbal format to groups of all sizes and individuals
- Strong interpersonal skills
- Proficiency with technology, such as video cameras, Microsoft Office, databases etc.

**Desired Qualifications**
- Bilingual preferred, but not required
- Background in Special Education/Inclusion
- Prior Head Start experience
- Experience with curriculum model (xxx) and assessment system (xxx)
- Reliability in CLASS and ECERS-R

*We are an equal opportunity employer, committed to creating a diverse and healthy workplace.*