

### General Position Description

The Educational Programming Specialist supports the planning, coordination and facilitation of grant-supported educational programs and projects at PAEYC, with particular focus on the projects and programs occurring within Homewood and neighboring communities. This is a full time position that includes occasional evening and weekend hours as well as travel. The Educational Programming Specialist reports to the Director of Learning and Development, and is considered an active team member of the Quality Initiatives department within PAEYC.

### This Position Reports to: Director of Learning and Development

### Key Responsibilities

- Coordinate the delivery and implementation of grant-supported programming, activities, and events, with a particular focus on early education and working with families and children, birth through age 12 years.
- Plan, facilitate, and evaluate professional growth opportunities for early educators and caregivers of young children. This can include both traditional professional development instruction as well as technical assistance, coaching, and mentoring.
- Aid in the reflection and evaluation of projects and programs, working directly with other PAEYC team members, leaders, and the PAEYC Research and Evaluation Director. This process will work to ensure that PAEYC programs and activities operate within the policies and procedures of the organization as well as reflect the needs and interests of the community.
- Maintain collaborative relationships with community organizations, educational institutions, and other stakeholders involved in child and family programming. The Specialist may be asked to attend community meetings and events as a representative of PAEYC.
- Collaborate and work with other Early Learning Hub team members and volunteers, as well as PAEYC staff. The Specialist will participate in team and staff meetings as well as may be asked to participate in other PAEYC projects, outside of the Early Learning Hub networks.
- Keep abreast of the requirements of the state QRIS (STARS) and early childhood systems (NAEYC, NAFCC, Head Start, NAA.)

### Additional Knowledge, Skills and Experience Required

- Strong instructional and field mentoring skills.
- Effective organizational skills, with the ability to multi-task and pay attention to detail.
- Effective listening skills; as well as the ability to ask questions whenever unclear about a concept, task, or activity.
- Strong oral and written communication skills.
- The ability to analytically think and problem solve as well as make decisions.
- Maintain confidentiality and value the notion of respect among colleagues. The Specialist will be required to become familiar with and abide by the *NAEYC Code of Ethical Conduct for Early Childhood Professionals*.
- Flexible and open to quick changes being made to better meet the needs of program and project audiences as well as perform other duties to support PAEYC programming, as assigned.
- The ability to travel throughout the region; access to personal transportation is preferred.
- Familiar with and the ability to manipulate typical organizational technology.

### Educational Requirements

- A degree in early childhood education or related field (with at least 18 ECE credits); A Bachelor's degree is required, a Master's degree is preferred.

# Educational Programming Specialist

## Job Description

---

- Early childhood programming and leadership experience is required (a minimum of 5 years), with a strong familiarity with home-based early childhood education highly preferred.
- Pennsylvania Quality Assurance System (PQAS) instructor certification or necessary qualifications to obtain PQAS certification.
- Familiarity with and understanding of the Pennsylvania QRIS (STARS) and Professional Development systems is required.
- Experience and/or education in family systems or human services.
- Current driver's license and reliable transportation.
- Current background checks and clearances (Federal and state.)

### Physical Requirements

The ability to engage in light physical demands, such as lifting up to 40 lbs.

### Employment Type

This is a full time position that includes occasional evening and weekend hours as well as travel.

### Salary

\$39,000 - \$45,000 plus benefits.