



Allegan Area Educational Service Agency

310 Thomas St. • Allegan, MI 49010

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VACANCY

DECEMBER 7, 2018

TITLE: GSRP EARLY CHILDHOOD SPECIALIST

CONTRACT: 190 DAY CALENDAR

REPORTS TO: DIRECTOR OF EARLY CHILDHOOD SERVICES

LOCATION: EDUCATION SERVICE CENTER

POSITION SUMMARY

This position observes and evaluates the Great Start Readiness Programs (GSRP) and supports classroom staff to meet program goals. Ensures childcare licensing is current for AAESA GSRP programs.

PRINCIPLE DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ▶ Conduct Program Quality Assessment (PQA) in GSRP classrooms and partner with preschool classrooms to ensure implementation of quality curriculum and child outcome standards
- ▶ In collaboration with preschool teaching teams, design and implement PQA Continuous Improvement plans for all assigned classrooms
- ▶ Facilitate and deliver appropriate preschool professional development strategies for all county-wide GSRP classrooms
- ▶ Assist in collection, management, and assessment of child outcome data for all partner preschool programs.
- ▶ Assist in recruitment, intake and referral process for local preschool partners
- ▶ Support GSRP programs to ensure all GSRP guidelines and licensing guidelines are followed
- ▶ Observe students in GSRP classrooms and make recommendations regarding strategies to support the student's needs and referrals for support services
- ▶ Provide coaching and consultation on scaffolding children's learning and teacher practices
- ▶ Actively participates in county-wide early childhood advisory groups and related meetings.
- ▶ Is responsible for ensuring all classrooms are fully staffed (supporting/contacting substitutes, etc.)
- ▶ Performs other related duties as directed by supervisor.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires knowledge equivalent to that which normally would be acquired through a Master's degree (M.A.) in Early Childhood Education with a ZA endorsement; and/or equivalent combination of education and experience.

EXPERIENCE: This position requires a minimum of three to five years of related experience within a classroom setting. Knowledge and/or experience of the Great Start Readiness program (GSRP) requirements, policies, and procedures is preferred.

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SUPERVISORY RESPONSIBILITIES: This position does not have management or supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None required.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Some contact with outside clients and semi-regular contact with personnel from other functional areas. The purpose of contact is to obtain or provide information. May participate in cross functional meetings with end users and supervisors.
2. Possesses a broad knowledge of functional area position specific systems and procedures as identified in the position description. Has a basic understanding of Microsoft Office Suite, school standards, related governing laws, and other knowledge required to be complete work activities.
3. Job duties allow for noticeable contributions to the organization (although limited) and the incumbent employs multiple troubleshooting techniques to resolve situations.
4. Job duties sometimes require the incumbent to organize or improve methods, or strategies. There is some opportunity for the incumbent to identify and experiment with creative solutions. Limited planning may be involved.
5. Knowledge of early childhood curriculum and childcare guidelines and related laws.
6. Knowledge and expertise of child development, Early Childhood Standards of Quality for Pre-K (ECSQ-PK), Ages and Stages Developmental Screener (ASQ-3/ASQ-SE), and the Preschool Quality Assessment (PQA) preferred.
7. Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their application.
8. Strong demonstrated interpersonal skills to communicate effectively throughout the organization.
9. Demonstrated ability to productively manage conflict.
10. Ability to interpret research and data.
11. Ability to organize and manage several priorities simultaneously while working under pressure and deadlines.
12. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to drive to all school districts within the county.

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.

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull, or push heavy objects or materials. The employee must occasionally lift and/or move up to 60 pounds of files, paper, or other related equipment or supplies. There is occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

APPLICATION DEADLINE: Until filled.

To be considered for employment you must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired.

FLSA: EXEMPT

STATEMENT OF ASSURANCE:

The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 1-800-649-377