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| DATE: | July 1, 2021 | FLSA: | EXEMPT |
| REPORTS TO: | SBVP Early Childhood Systems Director (ECSD) | FTE: | 1.0 (accrued paid leave, but no other benefits available) |
| DEPARTMENT: | Early Childhood – Virginia Quality | SALARY RANGE: | \$45,000 - \$50,000 |

JOB SUMMARY

This position provides support and resources for early childhood providers (Public Schools/VPI, Head Start and Child Care Centers, Family Day Homes, Preschool Programs utilizing public funds) who are participating in the Commonwealth of Virginia’s PDG B-5 Initiative. In coordination with the ECSD, the Coordinator works alongside key community decision makers in nine (9) jurisdictions on the Greater Peninsula to build the infrastructure needed for high quality early learning programs aligned with the new Unified Measurement System through VDOE.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Works with SBVP staff and community partners in the development, implementation, evaluation, and timely reporting of the results of all required activities of the PDG grant with key activities including building relationships; increasing access to high quality early learning environments; engaging families and supporting program sites in the process.
2. Supporting the implementation of PDG:
 - Assist with the collection of data on participating ECE programs.
 - Assist ECE programs in compiling, completing, and submitting any documentation required for participation and moving through required PDG activities.
 - Assist with preparing monthly and quarterly reports as related to PDG activities.
 - Assist with tracking and monitoring program engagement and movement through required activities.
3. Implementing activities related to the Preschool Development Grant
 - Assist with identifying strengths and gaps in services, coordination, and resources for providers and the community.
 - Help promote the importance of ongoing engagement and participation.
 - Support all programs participating in activities designed to keep parents informed.
 - Tracks progress in state developed Link B5 system.
 - Utilize platforms such as, but not limited to LinkB5, ZOHO Connect, myTeachstone for accurate and timely data entry, collection, and follow-up in a culturally competent manner.
 - Help develop messaging that is culturally relevant and promotes the engagement of providers to maintain engagement.
4. Participates in PDG team meetings and required state or regional trainings.
5. Other Duties. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TRAVEL: Specialist must be able to provide their own transportation around the Peninsula to early childhood facilities and across the state for meetings and trainings. Specialist is responsible for completing SBVP mileage form and submitting mileage on a monthly basis to be reimbursed at the state/federal mileage rate. Any out of state training must receive prior approval.

QUALIFICATION AND COMPETENCIES

1. Bachelor’s degree preferred from an accredited institution in a child-related field or field related in early childhood education, early intervention, educational psychology, developmental psychology, or related field. Exceptions to this may be granted based on a candidate’s experience and background, and/or commitment towards pursuing a Bachelors’ Degree.
2. Experience with CLASS tool preferred.
3. Strong knowledge of child growth and development.
4. Establish and maintain effective working relationships in a collaborative style.

5. Communicates well orally, in person, by telephone, and in writing.
6. Meets all deadlines and manages time well.
7. Exhibits cultural sensitivity and has experience working with people from diverse backgrounds.
8. Ability to use technology effectively (Microsoft and Google Suites, communications platforms, other software, VPN)
9. Ability to travel on the Virginia Peninsula supplying your own transportation, documentation of current auto insurance and valid driver's license with annual reporting of no infractions.
10. Completion of child protective services criminal record, and national sex offenders background checks, as well as a TB risk assessment.

ESTIMATED ON-THE-JOB TRAINING TIME: Up to 6 months. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 and 6-month periods.

WORK ENVIRONMENT: Specialist may work remotely from home, on-site at early childhood facilities or in the Smart Beginnings Virginia Peninsula office.

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

EEO STATEMENT: SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

ACKNOWLEDGEMENT: Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

TO APPLY:

Send cover email with resume attached to jobs@smartbeginningsvp.org