

THE RIGHT TURN

| | |
|--------------------------------------------------|---------------------------------------------------------------------|
| Job Title: | Early Childhood Specialist Non-exempt (hourly) Full-time |
| Department: | Early Childhood Enrichment (ECE) |
| Reports to: | ECE Program Manager/Director |
| Positions reporting to this position: | none |

MAJOR FUNCTION/PURPOSE OF THE POSITION:

The purpose of the Early Childhood Enrichment program at The Right Turn is to promote high-quality child care in a twelve-county region that includes three Native American Reservations in south central South Dakota. The Early Childhood Specialist serves as an instructor and supports child care providers, parents, and business and community leaders. The position is based in Pierre, but can be a remote position and requires travel throughout the region. While the office is open 8-5 Monday – Thursday, the work schedule is flexible and includes days, occasional evenings, and some weekend hours for 40 hours weekly if full-time. A part-time position averaging 20 hours a week might be considered.

ESSENTIAL FUNCTIONS:

Serve as Early Childhood Instructor

- Assist the Program Manager/Director to develop and implement the ECE training calendar.
- Provide American Red Cross CPR and First Aid training; maintain instructional supplies and equipment.
- Recruit students, track enrollment, and assist the Program Manager/Director with collecting tuition payments.
- Develop a new curriculum based on child care provider needs.
- Present approved curriculum via distance learning and face-to-face classes.
- Maintain training records in paper and electronic format according to established protocols.

Promote High-Quality Child Care in the Region

- Cultivate positive relationships with child care providers.
- Maintain regular contact with child care providers on designated caseload.
- Assist child care providers in our region to develop individual professional development training plans.
- Provide technical assistance and coaching using the Practice-Based Coaching model to child care providers and parents throughout the region.
- Utilize site visits, telephone, email, and video conferences to provide ongoing support to providers.

- Communicate with DSS Child Care Licensing staff regarding the progress of licensing referrals, new programs, new directors, etc. Participate in scheduled meetings with CC Licensing to promote quality child care.
- Serve as a mandated reporter.

Promote the organization and services to parents, child care providers, Early Childhood Professionals and business and community leaders

- Foster good public relations by demonstrating professional conduct at all times.
- Promote state regulations and support programs in meeting them. Provide support to communities in addressing local needs for child care.
- Inform businesses, agencies, and community leaders of organizations and services.
- Design and create marketing materials, including printed brochures, posters, flyers, etc.
- Promote the organization and services via social media.
- Suggest routine updates and provide content for the organization's website.
- Advise coworkers and supervisor of potential opportunities, problems, or concerns.

Serve as a contributing member of the team

- Participate in agency and department strategic planning.
- Work in partnership with other team members to maintain a professional work climate and positive public image.
- Coordinate effectively with supervisor and other team members to accomplish program goals and objectives.
- Contribute to the development of program reports and grant proposals.
- Assist with special events and fundraising activities.
- Attend online and in-person workshops for professional development.
- Participate in one-on-one and team meetings.
- Wear a seatbelt when traveling by car and utilize safe driving practices at all times.
- Maintain a tidy and professional work environment
- Distribute child safety seats according to established procedures.

Prerequisites for the job: Valid driver's license, knowledge of child development and child care business, flexibility in work hours, proficiency with Microsoft Office software. Must pass a background check.

Personal Characteristics: Commitment to ongoing professional development, ability to implement training based on knowledge of adult learning styles, effective oral and written communication skills, effective organizational and planning skills, and ability to maintain accurate records.

COMPENSATION:

Wage starts at \$19 per hour or higher depending on qualifications. If this is a full-time, permanent position with company-paid retirement, vision/dental insurance, and Paid Time Off (PTO) leave benefits depending on the average number of hours working.

TO APPLY:

Email cover letter and resume to: yvonne.taylor@maxwellstrat.com