



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 8/9/2016

Early Childhood Specialist

JobID: 3565

Position Type:

Professional Support Services/Early Childhood

Closing Date:

08/17/2016

Date Posted:

8/9/2016

Location:

KRESA/West Campus

Division:

Early Childhood

Position Type:

Full Time, 10-Month

Responsibilities:

Demonstrate knowledge of the Early Childhood Standards of Quality for Pre-Kindergarten. Achieve and maintain status as a reliable assessor in the Preschool Program Quality Assessment. Demonstrate knowledge and expertise of child development, preschool curricula, child assessment and screening tools, adult learning styles, coaching techniques, cultural diversity, county-wide early childhood programs and quality improvement. Complete a Program Quality Assessment twice a year with all assigned Great Start Readiness Program (GSRP) teaching teams. Provide written and verbal feedback to program staff throughout the year to promote program improvement. Assist with curriculum and assessment planning and implementation. Facilitate the development of meaningful program quality improvement goals and objectives with each unique teaching team. Plan and deliver early childhood professional development and training experiences for teachers and paraprofessionals working in early childhood programs based on identified classroom needs. Coordinate Early Childhood data committee of GSRP teachers, parents and required community members. Develop meeting agendas, schedule and necessary materials for work of data committee. Serve as a liaison between Kalamazoo RESA, local school districts and early childhood community stakeholders. Advocate for local Great Start Readiness Programs. Demonstrate knowledge of GSRP requirements, policies and procedures. Demonstrate professional improvement through in-service attendance, SCECH's or college credit, conference attendance and reading professional literature. Support GSRP program staff with ongoing, regular technical assistance to ensure grant compliance and high quality programming. Prepare and submit all plans, applications, reports, needs assessment and evaluation data required by funding sources, school and community agencies. Collaborate with Great Start to Quality Resource Center staff as it relates to the work of supporting GSRP classroom staff to comply with state guidelines. Participate in coordinated countywide effort to recruit and enroll children in preschool. Develop program evaluation schedule annually. Solicit feedback from GSRP Advisory Council. Maintain appropriate records. Use universal precautions at all times for personal health and safety. Write required reports, correspondence, policies and procedures as assigned by Early Childhood Director. Comply with and monitor all GSRP and KRESA state and grant requirements. Assist Early Childhood

Director with projects on an as needed basis. Other duties as assigned.

Qualifications:

Graduate degree in early childhood education or child development. Five or more years of relevant job experience. Embraces and supports Kalamazoo RESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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