

## **EDUCATION/TRANSITION SPECIALIST JOB DESCRIPTION**

### **Job Requirements**

Master's Degree in Early Childhood Education or related field and a minimum of three years experience in an early childhood program, or Bachelor's Degree in Early Childhood Education and a minimum of five years experience in an early childhood program, or Bachelor's Degree in Elementary Education or related field and a Child Development Associate credential and a minimum of five years experience in an early childhood program.

Must be able to do the following:

Implement an effective early education curriculum for both Center-Based and Home-Based Head Start programs as approved by the Regina Coeli Child Development Center (RCCDC) Education/ Program Committee;

Plan and implement training for center-based and home-based educational staff;

Evaluate and improve educational services delivered by programs;

Plan and carry out effective transitions for children and families as they move from one setting to another while enrolled in RCCDC programs;

Utilize computers for communication, reporting, and tracking of services to children/families;

Communicate effectively both orally and in writing;

Must have own transportation, a valid driver's license, and vehicle insurance as required by Louisiana law.

### **Nature of Work**

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

The education specialist will make periodic on-site visits providing direct services to assigned Head Start centers operated in the six parishes of Ascension, Livingston, St. Helena, St. Tammany, Tangipahoa, and Washington.

Work involves the responsibility for planning, developing, and implementing the Head Start early childhood education program as outlined in the written work plan.

The incumbent has no direct supervisory responsibility, but is expected to maintain a cooperative attitude with all staff in the role of policy implementation, monitoring, advising, and training.

Supervision and evaluation of the incumbent is exercised by the executive director.

Training and technical assistance is provided by the executive director and by means of training conferences and workshops made available through the employer.

### **Job Duties and Responsibilities**

Learns and follows all RCCDC policies and procedures, as well as state and federal guidelines for operating Head Start programs.

Carries out the goals, policies and activities designed to implement the Educational Objectives of the Head Start Performance Standards.

Updates the education work plan as needed in conjunction with parents and other program staff, and presents revisions to the Board and Policy Council for approval.

Reviews classroom facilities and advises on instructional material, teaching, and related equipment needs.

Approves all Requisition/Purchase Orders for educational materials, supplies and field trips.

Implements educational curriculums for center-based and home-based programs as developed with the Curriculum Committee and approved by the Education/Program Committee.

Monitors and evaluates programs to insure that policies and plans are being carried out.

Observes education staff including home visitors in the performance of their duties, and makes specific recommendations to center directors regarding their performance to ensure that education goals and objectives are being met.

Provides feedback to teachers, assistants, and home visitors regarding observations made in the classroom, on home visits, and during socialization activities.

Plans and implements training for education staff based on observation of areas of weakness.

Assists in planning, selecting, and implementing a developmental assessment of all Head Start children in coordination with the mental health and disabilities specialists.

Provides training and assistance to staff in the development of individualized program plans for each child, based on the child's identified strengths and concerns.

Plans and implements training for parents and foster grandparents in their role as observers and volunteers in the classroom.

Provides on-site consultation with teaching staff, discussing classroom activities, home visits, and questions about the education program.

Works closely with the mental health specialist and disabilities specialist in implementing individual program plans and/or behavior plans for children with special needs.

Works closely with nutrition specialist in implementing nutrition activities into the curriculum.

Protects all children from physical punishment or verbal abuse by anyone in the program, and immediately reports any such incident to the center director or person in charge.

Inspects centers routinely for health, safety, fire, and licensing violations, and makes recommendations to the center director for necessary corrective actions.

Implements effective transition plans for children and families as they move from one setting to another within the RCCDC programs and from Head Start into public schools.

Coordinates transition planning, training, site visitation, and methods for the transfer of records with other staff according to the RCCDC Transition Policy and Procedures.

Assists center directors in establishing partnerships with local child care and kindergarten programs to enhance transition planning.

Participates in transition meetings and training opportunities for parents, staff and public school representatives.

Reviews the Transition Policy and Procedures regularly to determine the need for revision.

Participates in staffings at assigned centers to address concerns about children and families.

Participates in Parent/Teacher or Parent/Home Visitor Conferences when it is apparent that children are not developmentally ready to move to the next educational setting.

Monitors home visitors' lesson plans and other documentation to determine that they are in compliance with prescribed procedures and standards.

Completes a center visit form for each on-site visit, and shares the results of the visit with the director and the executive director.

Attends regularly scheduled meetings with management staff reporting problem areas, program accomplishments, and possible solutions to problems.

Works cooperatively with other staff members in order to keep abreast of program directions and to coordinate a unified program effort.

Performs other tasks deemed necessary by the executive director.

### **Job Classification and Compensation**

This position will be assigned to the pay plan on the basis of education and credentials.

This is an exempt position, defined as an administrative position which is exempt from the hourly wage and labor laws.

The incumbent shall work the number of hours necessary to complete all of the tasks required of this job description.

Approved by RCCDC Board 6/09/2004  
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