



Job Posting: Education Specialist

Child Care Council Inc. is pleased to announce an opening for an Education Specialist to develop, provide, evaluate and update educational program offerings for adults who work in or aspire to work in or wish to start businesses in the field of early childhood education in centers, family and group family homes, school age programs, nursery schools and other programs serving young children in Monroe, Livingston, and Wayne counties.

REQUIREMENTS –

- New York State Early Learning Trainer Credential and a current professional profile in the Aspire Registry or be willing to complete within six months of hire.
- Bachelor's Degree in Early Childhood or related field including a minimum of 12 credits in child development, special education or elementary education.
- 2 years of experience in adult education/mentoring in the field of early childhood and 3-5 years of experience in an early childhood program in a child care center.
- Excellent oral and written communication skills, outstanding customer service skills and experience in making presentations to large and small groups of adult learners.
- Knowledge of and experience interacting with individuals of different ethnic and cultural groups.
- Demonstrated knowledge of child growth and development, a variety of curriculum strategies, and understanding of educational theories and philosophy.

KEY RESPONSIBILITIES –

- Teach the Child Care Council's 40 week, 1 evening per week, CDA series, 6 pm to 9 pm on an annual basis in one of the Council's 3 office locations.
- Complete requirements for becoming a CDA Professional Development Specialist through the Council of Professional Recognition.
- Teach one additional early childhood based class one night per week or a Saturday annually in one of the Council's 3 office locations.
- Maintain a clean driving record and have full daily use of a reliable vehicle.
- Travel throughout Monroe, Wayne and Livingston Counties during all upstate New York seasons and weather conditions.
- Work in cooperation with Education Team members to develop an annual plan of program offerings to meet the current needs and expectations of the provider community in the council's 3 county service area, and to conform to the regulations of New York State in terms of categories required.
- Present educational programs to providers in classes offered at the council's Drake/Lok Lifelong Learning Center in Rochester, New York, its Wayne County Branch Office in Newark, New York and its Livingston County Branch Office in Lakeville, New York, on-site at centers and provider homes and at local, regional, state, and national conferences as requested.
- Conduct research on new and different programs to determine their marketability and appropriateness for the service area.

- Use multiple assessment and observation tools for child care settings to assist in the enhancement of quality services. Provide assistance in the use of the tools and deliver intensive technical assistance to child care providers at their site.
- Provide in-person and telephone contacts with child care providers and other early childhood professionals for the purpose of technical assistance.
- Appropriately document all activities and compile information needed for the CCR&R quarterly report and other necessary state or local reports.
- Create and proofread print and electronic publications such as the newsletter, course calendar and other marketing materials.
- Prepare individual Professional Development Plan and make arrangements to Complete defined goals on an annual basis.
- Work with child care providers in the preparation of their individual Professional Development Plans.
- Assist with the development of a marketing plan for council's class offerings and actively participate in the implementation of this plan and its presentation to other members of the council staff.
- Coordinate and participate in committees and meetings with other professionals in the early childhood community.
- Attend and actively participate in departmental and agency staff meetings, visibility events in the community, the Annual Gala, Annual Council Staff Retreat, Annual Regional Staff Training Day and other council meetings and events as required.
- Assume other duties as needed or required to support council in its efforts to be the premier resource for child care related services.

35 hour week including some evenings and Saturdays

Excellent Benefits including:

- 90% single coverage Health Insurance with Excellus Blue Cross
- Dental Insurance coverage
- Life Insurance equal to one year's salary
- Free Parking
- Mileage reimbursement at government rate
- 403B Retirement Plan
- Flex Spending Account
- Short and Long Term Disability Insurance
- Paid holidays and vacation days
- Family Friendly work environment
- AAA Membership
- Free Coffee and Tea

Child Care Council Inc. is an Equal Opportunity Employer

Please send resume:

To: Child Care Council, Inc. c/o Kristin Perrone

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Rochester, New York 14610-1825 or email to k.perrone@childcarecouncil.com