



Early Childhood Education Specialist

**Position:** Early Childhood Education Specialist

**Reports to:** Director of Professional Development

**Job Type and Status:**

**Compensation:** \$42,322 annually

Full Time, Salaried, Non-Exempt

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### **Job Summary**

To develop, provide, evaluate, and update educational program offerings for adults who work in or aspire to work in or 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.

### **Responsibilities**

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.

Determine curriculum and material needs for programs that will be offered in 6 month period and produce these materials or place supply orders as appropriate.

Conduct research on new and different programs to determine their marketability and appropriateness for the service area.

Prepare individual Professional Development Plan and make arrangements to complete defined goals on an annual basis.

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.

Present educational programs to providers in classes offered at the Council's Drake/Lok Lifelong Learning Center, on-site at child care centers and provider homes, and at local, regional, and national conferences as appropriate.

Attend and actively participate in departmental and agency staff meetings and visibility events in the community.

Assume other duties as needed or required to support the Council in its efforts to be the premier resource for child care related services.

### **Education and Experience**

Minimum BS/BA degree in a field of education directly related to the position and/or supplemental study or experience to support job requirements.

Recommended but not required: 2 years of experience in adult education and 3 years of experience in an early childhood setting; 50 hours of appropriate trainer experience; 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 the different types of child care and people who work in care.

**Additional Requirements or Qualifications**

Cultural sensitivity and understanding of the multi-cultural nature of our client and co-worker population.

Valid NYS Drivers' License and clean driving record; regular daily use of a reliable vehicle.

**Schedule**

Monday to Friday and Evening hours.

**Location**

Rochester, NY; in-person; ability to travel to child care programs in Monroe, Wayne, and Livingston counties in all types of weather.

**Benefits Include**

- Health Insurance
- Dental Insurance
- Life Insurance
- Flexible Spending Account
- 403(b)
- Earned Time Off
- Sick Time
- Paid Family Leave
- Supplemental Short-Term Disability

*Child Care Council, Inc. is an equal opportunity employer.*

To apply, submit a resume and optional cover letter to the Human Resources Manager at:  
[HR@childcarecouncil.com](mailto:HR@childcarecouncil.com).