

**Job Description**  
**Early Learning Specialist - ParentChild+**  
**Part-time, Seasonal (October-June)**



**JOB TITLE:** Early Learning Specialist  
**DEPARTMENT:** Early Learning  
**REPORTS TO:** Early Learning Program Director  
**STATUS:** Part-Time, Seasonal (October to June), non-exempt  
**FLSA:** Non-Exempt  
**WORK SCHEDULE:** 25 hours per week, Monday to Friday (days may vary)  
Hours vary, typically between 9 am and 5 pm

**PURPOSE**

Under the supervision of the Early Learning Coordinator, the Early Learning Specialist will provide support to children and families through educational home visits. This job requires driving your personal vehicle. Mileage will be reimbursed monthly.

**ESSENTIAL DUTIES**

**Program Delivery**

1. Visits 16 assigned families twice a week, for thirty minutes each visit, using a personal car to drive to their homes.
2. Brings a new educational book or age-appropriate toy during the introductory visit each week.
3. Models for the parent appropriate ways to verbally interact with the child using the educational toy or book, during both the introductory visit and review visit each week.
4. Creates an environment in which the parent feels comfortable and supported in participating.
5. Respects the role of the parent as the child's first and most important teacher.
6. Monitors families' progress in a pro-active and comprehensive manner.
7. Complies with program goals, objectives and action plans.
8. Demonstrates responsibility for the toys and books issued to you.
9. Learns techniques for using the toys and books to increase verbal interaction between the parent and the child.
10. Is supportive of other Early Learning Specialists and staff.
11. Maintains privacy of all families assigned and show good judgment in the discussion of sensitive family issues at staff meetings and personal conferences with Sr. Program Manager.

**Documentation and Reporting**

12. Documents activities of families (keeping a log and other records as needed or required).
13. Submits timely and accurate activity and program reports on a weekly, quarterly, and annual basis.
14. Support data-entry into MIS database as needed.

**OTHER DUTIES**

- Supports and complies with the values, policies, and practices of Atlantic Street Center.
- Actively participates in agency life and program activities. This includes school and agency meetings, supervision and consultation.
- Abides by the agency's confidentiality policies and is aware of HIPPA rules.
- Supports the outcomes of the PCHP contract, as well as overall contractual goals of the Early Learning/PCHP Program.
- Works as part of the Early Learning Team and agency programs.
- Integrate program services into those of other ASC programs to benefit participants.
- Provides occasional support or consultations as needed to promote Early Learning services with other ASC programs or to external agencies.
- Submits expenses, timesheets/ leave requests or other administrative requirements to supervisor in a timely fashion.
- Performs other duties and special projects as assigned by the Program Manager or Executive Director.

**QUALIFICATIONS**

- High School Diploma or GED plus two years relevant experience working with young children.
- AA or BA in Early Childhood Education: Strongly Preferred
- Two years paid or volunteer experience with non-profit organizations: Preferred
- Able to speak fluently and read and write adequately, in Spanish, a Southeast Asian or East African language: Preferred.
- Experience working with low-income children and families from diverse cultural and ethnic backgrounds
- Knowledge of and ability to access support services within the surrounding area.
- Strong commitment to supporting the family unit with a holistic approach.
- Strong team building skills.
- Strong organizational skills.
- Strong written and oral communication skills.
- Able to think creatively.
- Builds and maintains trust.
- Able to maintain patience while working with very young children.
- Able to work independently and as part of a team.
- Maintains effective working relationships with co-workers, participants, and the public
- Basic knowledge of MS Office Suite, particularly Word, Excel, Outlook and databases

**WORKING CONDITIONS**

- Must be able to access clients at all locations served by ASC and places frequented by clients.
- Wide range of physical activities – from sitting long periods to bending, stooping, to frequent walking. Able to lift up to 30 pounds.
- **Position requires driving a personal car whenever necessary to meet all participant needs.**
- Valid WA state driver license and car insurance are required per state law.
- Driving time will not exceed 40% to 50% of work week.
- Work Hours: Monday through Friday, hours may vary.
- Position requires working a schedule which includes some evenings.

**DISCLAIMER**

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

"I have reviewed the job description above and accept all duties and responsibilities."	
Employee Name _____	
Employee Signature _____	Date Signed _____.

**APPROVED BY:**

<i>Signature</i> Diesha Rodgers, Program Director	<i>Date Signed</i>

<i>Signature</i> Dr. Pela Terry, Executive Director	<i>Date Signed</i>