



Who We Are:

EPIC, Early Learning, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

What We Believe:

- The dignity and worth of the individual and respect for the diversity of cultures
 - Provision of quality services for the whole person
 - The value of families; the involvement of families in decisions which affect their members
 - Promoting the individual growth and development of our staff
 - Collaborating and cooperation with community partners based on need
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Position Title: ECEAP Early Learning Specialist

Pay Level: \$65,480 annually

Status: Exempt (Management)

Reports To: ECEAP Director

Position Summary: The Early Learning Specialist provides leadership in establishing the vision for the Education Services, including special services and child Mental Health content areas as defined by ECEAP Performance Standards. Responsible for the direct supervision of two ECEAP Coaches and the Child Behavior/Mental Health Coordinator. This person will implement and monitor all program content for Yakima and North Central sites and partners in conjunction with team members, ensuring that work is done in accordance with ECEAP Performance Standards, state licensing requirements, Washington Administrative Code and agency policies and procedures.

Benefits:

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- 11 Paid Holidays
- Employee Assistance Program
- Basic Life Insurance
- 403 B (Employer match after 1 year or 1,000 hours)
- Short/Long Term Disability Insurance

Minimum Qualifications:

1. BA degree in Early Childhood Education, Special Education or related field.
2. At least three years of experience working in the field of special education.
3. Ability to work as a team member.
4. Experience with low-income families preferred.



5. Bilingual/Bicultural (English/Spanish) preferred.
6. Ability to use a personal computer and common word processing software.
7. Willingness and ability to travel alone to all of EPIC's sites and to conferences and meetings outside of EPIC's service area.
8. Valid Washington State Driver's License, own transportation and required auto insurance.

Essential Job Functions:

- Ensure that EPIC's ECEAP program is operating at a high level of quality at all times so that children's welfare, safety and school readiness are of primary focus.
- Under the direction of the ECEAP Director establish the vision for the assigned areas of education, special services, and child mental health; ensure services are culturally and linguistically appropriate; develop the policies, procedures, forms and written guidance to support the implementation of the service delivery as driven by ECEAP Performance Standards.
- Collaborate with members of the Management Team to ensure intentional integration of program services across content areas as defined by ECEAP Performance Standards.
- Be an active member of the site management team by preparing for and participating in site-based staff meetings, parent meetings, Family Nights and all other center activities as required. Serve on other applicable community committees, boards, etc. as approved by supervisor.
- Model professional behavior, open communication and effective conflict resolution skills.
- Take an active role in planning to improve the delivery of services to children and families.
- Regularly review child/family files and data tracking reports to ensure proper documentation, identify training needs, monitor compliance to Performance Standards and timelines, following up and resolving issues in a timely manner.
- Interact with children and classroom staff on a regular basis by making scheduled and unannounced classroom visits, observations and monitoring. Provide feedback on an on-going basis to the Center Managers regarding classroom observations, trainings provided to staff and staff compliance to ECEAP Performance Standards.
- Develop & update long-range and short-term goals and objectives as defined by ECEAP Performance Standards using information obtained from the self-assessment, community assessment, data and input solicited from staff and parents.
- Work in partnership with ECEAP Management Team and EPIC's Human Resources Department to provide training, mentoring and coaching to management and direct services staff in assigned areas, using best practices and adult learning techniques to ensure compliance to ECEAP Performance Standards.

- Oversee education budget as assigned; monitoring expenses and controlling spending to ensure expenses are within budgeted amounts.
- Plan and participate in ongoing program monitoring and self-assessment activities as designed to identify areas of strength and non-compliance; determine program trends or issues; strategize with team to ensure completion of follow-up. Monitoring to occur during formal processes and regular site visits.
- Follow proper reporting procedures for instances of unprofessional behavior, child abuse and neglect, failure to supervise, and other policy violations involving staff.
- Assure that all reports, records and data regarding assigned areas are maintained and submitted accurately; proactively addressing and resolving concerns as they emerge.
- Build and maintain relationships, interagency agreements and contracts for services in the assigned areas to prepare children and families for school.
- Support and assist in the implementation of technology to document and track the provision of ECEAP services to children and families.
- Involve parents in all aspects of the program by recruiting parents as volunteers, encouraging staff to involve parents in the classroom, empowering parents to serve on Policy Council, center committees, interview panels, and supporting parents in performing center activities such as Self-Assessment tasks.
- Actively participate in agency meetings such as Management Team, content meetings, and Policy Council. Serve on other applicable community committees, boards, etc. as approved by supervisor, representing EPIC at the local, state and national level.
- Provide training, mentoring, and coaching of management and direct service level staff in the areas of education, disabilities, including Part C of IDEA and other ADA regulations and children with atypical behaviors, including agency referral systems and access to community support for families.
- Supervise the ECEAP Early Learning Coaches and the Behavior/Mental Health Coordinator.
- *Complete additional tasks and projects that are assigned by the ECEAP Director; assignments may be short- or long-term.*

Other Job Functions:

- Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
- Adhere to the values that reflect the working culture at EPIC; honoring and modeling these values as duties are carried out on a daily basis.

- Communicate effectively by sharing concerns openly and honestly with appropriate staff members. Observe confidentiality in all dealings related to program, staff and families.

Working Conditions/Physical/ Mental Abilities and Processes:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Duties are performed primarily in an office setting.
- Work requires long periods of sitting or standing
- Work requires walking, stooping, kneeling, light lifting, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to lift a maximum of 50 pounds.
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Frequent travel to and from site within geographic service area.

Additional Skills and Conditions:

- Excellent people skills.
- Sound and mature judgment.
- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word, and MS Excel.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

Equipment Operated:

Personal computer, telephone, copy and fax machines.

Other Conditions of Employment:

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.
2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of COVID vaccination.
4. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
5. Current Food Handler card (obtain the training within thirty (30) days of employment).
6. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment).
7. Complete Child Abuse and Neglect training and all other mandated training.
8. Executive Director Approval.

I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:



Signature

Print Name

Date

The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.