

**GRACE HILL SETTLEMENT HOUSE**  
**2600 Hadley Street/St. Louis, MO 63106**  
**314/539-9500**

**POSITION DESCRIPTION**

E13  
07/08

**POSITION TITLE:** Education Specialist  
**REPORTS TO:** Academic Services Director  
**HOURS:** Full Time (evenings and weekends as needed)  
**PAY RANGE:** \$37,640.00 - \$56,459.00 Annually

**POSITION SUMMARY:** Perform the duties required to monitor activities conducted at Grace Hill Head Start sites to meet compliance mandates defined by the Head Start Performance Standards. Perform duties required to monitor activities conducted at Grace Hill Child Care centers to meet licensing and accreditation standards.

**POSITION QUALIFICATION REQUIREMENTS**

**Education:** Bachelor degree in Early Childhood Education , Early Childhood Development or Early Childhood Special Education

**Experience:** Requires 5 years working in a child care or preschool environment with children 0-5

**Skills and Abilities,** which may be representative but not all inclusive of those commonly, associated with this position.

1. Ability to solve problems.
2. Good computer skills including the use of word processing, spreadsheet and e-mail.
3. Ability to relate well and coordinate with people from diverse backgrounds.
4. Ability to manage multiple tasks.
5. Good written and oral communications skills including preparation of brief narrative (statistical) reports.

**Residency and Transportation Requirements:**

1. Preference given to residents of a Grace Hill service area meeting these qualifications.
2. Must possess a valid driver's license and automobile with insurance coverage as required by the State of Missouri.

**License(s)/Certification(s) Required:** None Required

**FUNCTIONS OF THE JOB**

## Education Specialist

### Essential Functions

1. Monitor quality and compliance at assigned sites as it pertains to the Education service area.
2. Serve as a resource to the staff at assigned sites in the areas of education and child development.
3. As needed, assist in the provision of parent training to parents of enrolled children in areas of education and child development.
4. Meet monthly with site managers/liaisons to keep them abreast of new developments in the Head Start Program on state regional and national levels or program changes concerning Grace Hill Head Start.
5. Generate and analyze reports as requested and use this information to implement strategies as needed to contribute to continuous quality improvements.
6. Submit monthly to the Academic Services Director compliance reports detailing on-site observations and action taken.
7. Prepare monthly narrative report outlining activities, concerns and recommendations.
8. Work with staff to ensure the development and maintenance of an effective, informative, supportive, and inviting environment for staff, children, parents, and community volunteers.
9. Work as part of the Head Start leadership team in long- and short-term planning for Head Start.
10. Assist in the creation of procedures, documents, and other systems to maintain compliance with Head Start Performance Standards, child care licensing and accreditation.
11. Assist the Academic Services Director in managing the maintenance of accurate ChildPlus data.
12. Participate in strategic planning for all quality assurance initiatives.
13. Perform other duties as assigned.

### Marginal Functions

Attend department meetings.

Attend community meetings as needed.

**Supervises:** None

**NOTE: SMOKING IS PROHIBITED IN THE WORK ENVIRONMENT**

**NOTE: ALL APPLICANTS MUST PROVIDE CONTACT INFORMATION FOR THREE REFERENCES.**

**Physical/Visual Activities or Demands:** Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Physical activities: Stand, walk, sit, climb, balance, stoop, crouch, kneel, crawl, reach, push, grasp, feel, talk, and hear.
2. Visual: Clarity or vision at 20 feet or more and 20 inches or less.
3. Physical demands: Lift up to 50lbs. By hand.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

## Education Specialist

Normal office conditions

May work at more than one Grace Hill site as requested; site assignments may be changed periodically.

**Machines, Tools, Equipment and Work Aids** which may be representative but not all inclusive of those commonly associated with this position:

Telephone, copier, fax, personal computer/terminal, common application software

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, demands, conditions and requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

<b>Original Evaluation</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>
	<b>MD 7/08</b>	<b>TP 07/08</b>	