



## **Education Specialist**

30 hours/week

Non-Exempt

Reports to Director of Programs

Pay Range: \$24.04 - 26.00, Annualized \$37,500 - \$40,560

### **Summary**

The Childcare Network of Evanston's mission is to connect all of our youngest learners and their families to high-quality early childhood experiences that reflect diverse cultures and abilities, while fostering a sense of belonging. The Education Specialist promotes school readiness by providing expertise, technical assistance, mentoring, and training to the staff and partner sites. They will promote children's development in all domains to support school readiness goals. The Specialist will monitor all education requirements and provide ongoing resources/support to educators.

### **Benefits**

CNE pays for 80% of the employee healthcare premium. CNE employees receive paid time off for Thanksgiving (Wednesday - Friday) and Christmas (Christmas Eve to New Year's Eve), 7 federally recognized holidays, 5 personal days, 12 sick days, employer-paid short-term disability, long-term disability, life insurance, and 15 hours of training and development. Additionally, employees receive 12 vacation days in the 1<sup>st</sup> year and 16 days in the 2<sup>nd</sup> year.

### **Essential Job Duties**

- Responsible for compliance with applicable performance standards, federal, state, and local regulations.
- Update and implement policies and procedures relating to education requirements.
- Collaborate with the Special Services Coordinator and Early Childhood Coach.
- Provide support for workshops and training activities for parent education and school readiness.
- Establish a quarterly schedule to consult with Home Visitors and for on-site center-based visits for focused observations and training/consultation with teachers.
- Participate in monthly multi-disciplinary meetings.
- Ensure lesson plans are complete and are aligned with CNE's School Readiness Goals & Early Learning Outcomes Framework.
- Review ASQ-3 and ASQ-SE2s for all children.
- Attend and participate in outreach events to identify eligible clients and recruit families (evenings and weekends may be required).
- Plan, organize, and lead regular child outcomes data meetings with CNE and partner site staff.
- Review & monitor participant and staff files at partner sites to ensure Head Start requirements are being met.
- Other duties as assigned.

### **Other Requirements**

- Attend and participate in regular CNE events.
- Ensure completion of 15 hours of professional development per year.
- Bilingual employees will assist with both verbal and written translation/interpretation to the best of their abilities.

**Required Qualifications**

- Bachelor's degree or higher in Early Childhood Education or a related degree with equivalent coursework.
- 3-5 years' teaching experience in Head Start/Early Head Start Programs.
- Intermediate skills with computer applications and the ability to learn computer technology/software programs.
- General knowledge of current local, state, and national resources, services, and benefits programs, including services and programs for families.
- Demonstrate respect and acceptance of individuals with differing backgrounds and communities interacting with CNE.
- Ability to relate well and communicate clearly with children and adults.
- Ability to work independently as well as in a team environment.
- Attentive to detail, good organizational skills, and efficient time management.
- Ability to exercise independent judgment and make sound decisions, with assistance from manager.
- Must have own reliable vehicle, valid driver's license, and proof of auto insurance.
- Criminal background check, child abuse and neglect screening, and TB/medical screen.

**Working Conditions**

- Specialist will work in a professional office environment and occasionally travel to early childhood centers.
- Specialist will participate in CNE events as needed, which may include weekend and evening hours.

**Physical Abilities**

- Exposure to moderate noise levels in an office setting.
- Continuous walking, standing, lifting, and moving about.
- Local travel to various locations.

**Direct Reports**

- None

Childcare Network of Evanston is committed to creating a welcoming work environment and is proud to be an equal opportunity employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. CNE will not discriminate against anyone with a protected status under federal, state, or local law. Thank you for your interest in the position. We will contact you if your qualifications align with the requirements for this role.

Please submit your cover letter and resume to: [cne-hr@childcarenetworkofevanston.org](mailto:cne-hr@childcarenetworkofevanston.org)