

## Early Learning Specialist

### Job Description

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Department:	Early Head Start
Reports To:	Deputy Director
FLSA Status:	Non-Exempt: 36-40 hours per week (school year school Sept to June)
Salary:	\$15.06-\$16.44/hr based on education and experience

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### Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

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### Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children and staff. The Early Learning Specialist is positive, open to receive and provide constructive feedback.
- Demonstrate adaptability by embracing change as an opportunity for improvement, not as a barrier. Is flexible, open to new working methods and is taking continuous initiatives to adapt to Denise Louie's fast-paced environment.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation. Takes the initiative to identify and address opportunities for professional development.
- Maintain positive, compassionate and respectful working relationships with families and employees from a diverse cultural background.
- Demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. The individual is reliable, meeting both individual and agency goals on time.
- Display respect by communicating with staff, families and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives and support children on their individual growth plans.
- Demonstrate a passion for the community served, and the mission and values of Denise Louie. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.

- Proactively seek new opportunities to learn and develop new skill-sets in response to a changing environment. Committed to learn new things and becoming knowledgeable in the field to meet the needs of families and children.

### Skills, Competencies, and Experience

- Fluent in English (writing and speaking)
- Fluent in a preferred language: Spanish, Chinese, Vietnamese, Arabic, Amharic
- Minimum one year of professional experience working with children and families preferred.
- Knowledge of child development and appreciation of the family's social, economic, and cultural background.
- Has basic knowledge of child development and models for the parent appropriated behavioral expectations of two and three year old children.
- Knowledge to relate and work effectively with culturally, economically and educationally diverse families, staff, social service and community organizations and the public.
- Basic computer proficiency.
- Special requirement: Able to routinely kneel, bend, crouch, and sit on floor for a long time.
- Ability to work flexible hours to accommodate family schedules.
- Valid Washington State Driver's License and daily access to a personal, legally licensed vehicle with proof of current automobile insurance or reliable source of transportation.

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### Accountabilities

#### Home Visiting

- Visits assigned families twice a week for thirty (30) minutes each visit.
- Brings a new book or toy to each introductory visit that the family keeps.
- Models for the parent appropriate ways to verbally interact with her child using that toy or book.
- Review Visits: Reviews the book or toy during the second visit.
- Builds a collaborative partnership with parents based upon mutual trust
- Respects the role of the parent as her child's first and most important teacher.
- Exhibits flexibility when working with young children and family members in the home setting.
- Conducts screenings and assessments to meet program requirements
- Maintains a non-judgmental attitude toward program families.
- Maintains a professional level of confidentiality in regards to children, families, and staff.
- Participate in reflective supervision and feedback sessions
- Refer children of concern to early intervention providers or infant mental health providers in partnership with families, supervisor, and deputy director.

#### Training

- Collaborates with appropriate staff to proactively address any child or family concerns, escalating concerns to the appropriate person.
- Participates in professional development opportunities to meet program requirements

#### Teaming

- Assist in recruitment of families by conducting outreach
- Attend and participate in all staff meetings as required
- Participates in weekly team meetings to plan for and implement collaborative, high quality services.
- Attends and participate in All Staff meetings as required.
- Provides peer support to other early learning specialists.
- Respects the privacy of all the families she visits and shows good judgement in the discussion of sensitive family issues at staff meetings and with one on one meetings with supervisor.

**Documentation**

In a timely and accurate completion, the early learning specialist will:

- Writes and submits anecdotal report for each home visit.
- Keeps paperwork up-to-date and organized.
- Submits reports and other necessary documentations as required.
- Shows responsibility for the toys and books issued.