



Position Title: Early Childhood Coordinator

Employee Type: Full-time, Exempt

Supervisor Title: District Save the Children Site Supervisor

Summary

The Early Childhood Coordinator (Coordinator) is responsible to implement the *Early Steps to School Success (ESSS)* program to support pregnant families and kindergarten readiness for children ages 0-5 years throughout the community through increased family and community engagement in early learning.

Although this position is funded through a Save the Children sub grant, the Coordinator is an employee of the school district and directly supervised by district staff. The ESSS Program Specialist will act as the dotted line supervisor for the Coordinator and provide training, technical assistance, and support regarding program implementation.

Essential Duties, Responsibilities and Impact

Implement the ESSS program elements for Kinder Readiness:

- Recruit pregnant families and children ages birth -5 years and parents/caregivers into the program.
- Plan and schedule regular program activities, include home visiting, parent-child groups, toddler play groups, transition-to-school activities, and other programmatic activities to support the development of strong parent-child relationships that nurture early learning and language development.
- Provide regular home visits for enrolled families (twice monthly) using a Save the Children approved home visiting curriculum.
- Organize and conduct regular (minimum of one per month) parent-child groups, in the elementary school when possible and feasible.
- Conduct regular child developmental screening and family assessments at identified intervals.
- Connect families to community resources and make referrals to community providers for follow-up assessments, as needed.
- Participates in training and technical assistance activities including STC sponsored group trainings, technical assistance site visits, monthly audio conference calls and web based resource sharing and training activities.
- Support access to early learning resources and materials, e.g., regular home library or book exchange program.
- Provide information and supports to program participants on local kindergarten readiness expectations, and support preschool and kindergarten transitions through individual Family Conference meetings and group meetings.

Conduct ESSS program elements for community impact to increase the availability of and access to early learning opportunities for families with young children throughout the community through awareness, engagement and collaboration, including:



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- Locally-driven efforts to strengthen early learning at home and in community settings, e.g., awareness campaigns, mobile programming, community events, kindergarten readiness local partnerships, etc.
- Efforts to promote home-school partnerships and facilitate Kindergarten transition.
- Participation in early childhood community collaborative groups (when available) and/or connections with other local community resources, coalitions and initiatives that support overall kindergarten readiness and transition.

Participate in activities to support program implementation, professional development and collaboration, including:

- Actively partnering with the ESSS Kinder-Readiness Ambassador, Community Engagement staff and other providers of early childhood services to integrate and sustain efforts in the community.
- Participation in data collection and annual evaluation of the program.

Child Safeguarding:

- Collaborate with Save the Children's Program Specialist to foster an understanding of our child safeguarding policies through ongoing training and technical assistance.
- Ensure consistent reporting of child safeguarding risks and incidents; strong methodology in the field for managing risks and following reporting protocols; supplying proper documentation in support of incident reports as needed; and collecting data on child safeguarding risks and efforts to mitigate risks in the program environment.
- Make intentional, regular efforts to remain up-to-date on key local and state child-welfare policies and reporting protocols.
- Follow all key local and state child-welfare policies and reporting protocols, as provided by the Program Specialist.
- Complete all Save the Children required Child Safeguarding trainings.

Preferred Qualifications

- Highly motivated, flexible, individual who is eager to learn and able to work independently
- High school diploma, GED Equivalency, Associate degree in related field, Bachelor's degree, or equivalent experience
- Demonstrated knowledge of early childhood development, including infant-toddler knowledge and family engagement
- Home Visiting experience
- Experience working with pregnant women and children ages birth to five, and families in rural areas
- Strengths-based and non-judgmental approach to engaging and working with parents and caregivers



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- Strong cultural knowledge of the targeted communities, and understanding of the critical challenges and assets available to families in rural communities
- Experience or demonstrated interest in leading parent-child groups, &/or coordinating community-based activities
- Competency with computers including previous experience with Windows programming and use of the Internet (Ability to use social media is advantageous)
- Available and reliable vehicle, and willingness to travel locally for training and program activities (mileage reimbursed)
- Willingness to travel regionally and nationally for training
- Ability to keep and maintain accurate records
- Willingness to collect data, participate in program evaluation activities, and comply with child safeguarding and data protection requirements

Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. All Save the Children representatives are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. In addition, it is Save the Children's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All our representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue.

5/10/2022