

Job Title	Teaching and Learning Services Specialist		
Department:	Program Operations		
Reports To:	Teaching and Learning Services Team Lead		
OT Status:	Non-Exempt	Date Updated	7/2022

POSITION SUMMARY

Teaching and Learning Services Specialist is a non-exempt position that reports to the Teaching and Learning Services Team Lead. The Teaching and Learning Services Specialist provides technical assistance that promote child development and best practices, and support to childcare providers in improving the quality of early education. TLS Specialists also provide trainings and professional development to early educators to increase the level of education and competence, quality and depth of degrees and certifications in the Early Childhood Education workforce, and to enhance the quality of early learning experiences and kindergarten readiness, equitably, for children ages birth to five to include children with special needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Uses a coaching-style interaction of joint planning, observation, action/practice, reflection, and effective feedback to guide work with teachers and directors.
- Supports early educators in the classroom learning environment with positive teacher-child interactions.
- Assists early educators with age and developmentally appropriate classroom arrangements.
- Develops, in conjunction with the teacher, Technical Assistance (TA) Plans and monitors effectiveness.
- Monitors progress and achievement of goals on Technical Assistance Plans.
- Conducts observations using of the Classroom Assessment Scoring System™ (CLASS™).
- Assesses classrooms using the Environment Rating System scales and/or CLASS™.
- Plans, conducts, and facilitates workshops and trainings for teachers and directors.
- Facilitates specific TLS programs as assigned by the TLS Team Lead(s).
- Provides embedded and stand-alone professional development.
- Provides follow-up to teachers to ensure implementation of practices in the classroom and outdoor learning environment.
- Assists with planning and facilitating the Director's Forums, conferences, and professional learning communities.
- Meets standards for Technical Assistance as developed by the State or agency.
- Tracks and maintains record keeping on services provided (i.e., observation, assessments, trainings, technical assistance, technical assistance plans developed, phone calls, virtual and in-person visits, etc.) by documenting on a weekly workflow report template.
- Maintains currency in trends in early childhood education and development, early childhood special education, brain research, childcare licensing, conscious discipline, trauma-informed, and family engagement.
- Maintains professional knowledge by participating in educational opportunities via web-based platforms and in-person.
- Collaborates with other professionals in the field, both internally and externally.
- Represents Smart Start in the community and accepts ownership for accomplishing goals identified in the Smart Start of Forsyth County strategic plan.
- Other duties that may be assigned.

ADDITIONAL DUTIES:

- Attend required meetings and trainings.
- Attend and participate in SSFC sponsored community events.
- Attend and participate in evening and/or weekend trainings.
- Follow all SSFC policies and procedures.
- Perform other duties as assigned by supervisor.
- Local Travel and visiting providers required.

EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS:

- Two to five years of verifiable experience as a director of a childcare center, a technical assistance specialist, classroom teacher, or other related experience in the field of early childhood education.
- Must have at least an Associate Degree in Early Childhood Education; Preferred: Bachelor's Degree in early childhood education, Family Consumer Science Birth to K or Child Development, or related field.

PHYSICAL DEMANDS:

- Work is usually sedentary, may require long periods of standing, walking and/or bending and some light lifting. The work is mostly performed in a secure office setting.
- Ability to lift and carry up to 25 lbs.
- Ability to walk, bend, stoop, stretch, squat, kneel, push, pull, and sit.
- Ability to travel to all centers and meeting/training locations.
- Ability to detect unsafe situations by sight or sound.

DIRECT REPORTS:

- N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. All employees may have other duties assigned at any time.

I have read and understand the Teaching and Learning Services Team Lead job description as described: