



## **Education Specialist - Head Start/Early Head Start**

**SHORE UP! Inc.** is a private, non-profit Community Action Agency serving Maryland's Lower Eastern Shore and operating programs in nine counties. Formed in 1965 as a result of LBJ's War on Poverty, SHORE UP! has been serving low-income and disadvantaged persons on the Eastern Shore for nearly 60 years. SHORE UP! is an acronym for "Self-Help on Rural Economics and Urban Problems." Our agency is dedicated to strengthening communities, achieving goal-driven outcomes, and empowering individuals and families through a comprehensive system of services, resources, and strategic partnerships that charter a path to economic security and long-term independence.

**POSITION:** EDUCATION SPECIALIST

**PROJECT:** HEAD START & EARLY HEAD START

**SUPERVISOR:** EDUCATION & PROFESSIONAL DEVELOPMENT SUPERVISOR

### EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. Master's or Degree or Bachelor's Degree in Early Childhood Education and 3 years of teaching experience with children birth to five years old.
2. Master's or Degree or Bachelor's Degree in a related field (Elementary Education, Child Development, Special Education, Human Development/Ecology, Child and Family Studies, Psychology, Child Psychology, Social Work) and 5 years of teaching experience with children birth to five years old.

### OTHER QUALIFICATIONS

1. Knowledge and experience with Head Start Program Performance Standards, Office of Child Care regulations, Creative Curriculum, Teaching Strategies GOLD, CLASS, ITERS, Pyramid Model, MSDE Accreditation.
2. Experience coaching and mentoring teachers to enhance quality of teaching practices and learning environment.
3. Membership and leadership in professional education organizations.

4. Understanding of best practices in adult education and experience leading training sessions for adults.

#### RESPONSIBILITIES

1. Coach and assist teachers with lesson planning, classroom management, and identification of curriculum resources for the purpose of improving instruction.
2. Using observational data assess skills and needs (both initially and ongoing) of teachers for the purpose of ensuring appropriate assistance and strategies for identified mentoring activities.
3. Participate in behavior intervention team meetings by gathering behavioral data and creating plans of actions to address challenging behaviors. Also, coaches and assists teachers in implementing the plan of action.
4. Build relationship with teachers in order to establish an environment of trust and collaboration and providing emotional support.
5. Collaborate with other Education Specialists and Education Supervisor for the purpose of identifying professional development needs and planning and coordinating professional development opportunities linked to changes in curriculum, teacher needs, and job competencies.
6. Prepare and maintain a variety of manual and electronic files and/or records for the purpose of demonstrating program benefits, providing up-to- date data, and complying with established policies and procedures.

#### OTHER PERTINENT INFORMATION

1. Must acquire and pass physical examination and TB test before employment.
2. Must submit to a background check.
3. CLASS reliable observer.
4. Practice-Based Coach training.