

**COMMUNITY EMPLOYMENT LISTING FORM FOR FIRST5ALAMEDA.ORG**

Note: Job listings will be posted for 2 months. Please notify us if you fill the position or need an extension.

<b>NAME OF ORGANIZATION</b>	First 5 Contra Costa
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<b>POSITION TITLE</b>	Help Me Grow Early Childhood Education Specialist
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**SHORT DESCRIPTION OF JOB**

The Help Me Grow Early Childhood Education Specialist is responsible for developing, establishing and monitoring relationships with and among family child care and center-based early childhood education providers in order to promote developmental screening and the use of the county's Help Me Grow system.

**SHORT DESCRIPTION OF QUALIFICATIONS NEEDED**

Minimum Education and Experience:

- Bachelor degree in early childhood education, child/human development, child psychology, social services, or related field.
- Three years full-time progressive responsibility in a public or private organization or early childhood education agency, including providing direct service to at-risk families with young children.
- Verifiable experience working directly with children, families and childcare providers in an early care and education setting.
- Verifiable experience conducting developmental assessments, trainings, and/or offering technical assistance to child development professionals.

## ADDITIONAL INFORMATION ABOUT THE POSITION

### Minimum Skills Required:

#### Knowledge of:

- Developmental screening tools; prefer knowledge of ASQ-3, ASQ-SE, and ASQ online.
- Principles and practices in the early childhood education field.
- Applicable state laws, rules and regulations related to the early childhood education field.
- Various adult learning styles and proven strategies for working with each style.
- Effective professional development curricular and instructional strategies.

#### Ability to:

- Coordinate and/or provide informal and formal trainings and presentations to diverse audiences.
- Conduct outreach to diverse communities with cultural awareness and responsiveness.
- Work at sites located in low-income communities.
- Facilitate group meetings.
- Effectively and positively represent First 5 in the community.
- Plan program and service delivery.
- Develop and maintain data collection and reporting processes in ServicePoint and other databases.
- Demonstrate cultural awareness and sensitivity in a variety of contexts.
- Work independently and as a part of a team with diverse populations and groups.
- Contribute toward a positive work environment.
- Be self-directed and action-oriented; see what needs to be done and act; goal-oriented.
- Produce high quality work in a time-efficient manner; sense what will help/hinder accomplishing a goal.
- Provide own transportation, and be able to travel within Contra Costa County (must have a valid California driver's license).

## HOW TO APPLY OR WHERE TO GET MORE INFORMATION

For complete job description and instructions on how to apply, please visit our website at:

<http://www.first5coco.org/wp-content/uploads/2016/03/HMG-ECE-Specialist-Job-Description-03.2016.pdf>