

Great Start Collaborative Coordinator/Early Childhood Specialist

EDUCATIONAL QUALIFICATIONS:	<ul style="list-style-type: none"> • Master's degree in early childhood education, Child Development, or related field preferred. • A minimum of five years of employment experience in early childhood, health services, community or economic development, or a related area(s). GSRP experience is preferred. • Candidates currently enrolled in an early childhood education or child development graduate degree program with a strong background in early childhood may also be considered.
MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> • All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, Expectations, and staff handbook on the HISD Website, www.huronisd.org homepage. • Physically and mentally capable of rigorous work (capable of sitting on the floor, standing and sitting for extended times, and lifting or pushing a minimum of 50 pounds). • Pass and maintain School Employment and LARA comprehensive background check. • Valid Michigan driver's license and good driving record required.
ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:	<p><u>Great Start Collaborative Coordinator</u></p> <p>Responsible for assisting and coordinating projects and activities related to the Great Start Collaborative (GSC).</p> <ul style="list-style-type: none"> • Assist with the implementation of the Great Start Work Plan. • Assist with developing and monitoring the progress of the GS Strategic Plan, Action Agenda, and Early Childhood Programming Plan. • Assist with and facilitate GSC meetings, school readiness advisory meetings, and other sub-committees, workgroups, and special events. • Assist with an ISD-wide plan with a vision to improve child outcomes and minimize achievement. • Assist with data collection, integration of information systems, and infrastructure necessary for assessment of local community needs. • Assist with the reports, correspondence, and evaluation measures to ensure all grant requirements are met professionally and on time. • Attend Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) required technical assistance sessions, meetings, and professional development. • Assist Great Starts Collaborative Director with projects on an as-needed basis. <p><u>Early Childhood Specialist</u></p> <p>Responsible for ensuring the implementation of high-quality preschool programs and compliance with the Great Start Readiness Program (GSRP) across Huron County ISD programs through regular, ongoing classroom coaching, support for GSRP classroom staff and administrators, and program evaluation.</p> <ul style="list-style-type: none"> • Demonstrate knowledge of the Early Childhood Standards of Quality for Pre-Kindergarten. • Perform all ECS duties outlined in the MiLEAP GSRP Implementation Manual. • Demonstrate knowledge and expertise in child development, preschool curricula, child assessment and screening tools, adult learning styles, cultural diversity/equity, county-wide early childhood programs, and quality improvement. • Achieve and maintain external interrater reliability certification in designated program assessment tools. • Complete and submit the mandatory program assessments per the schedule determined by MiLEAP. • Provide written and verbal coaching and feedback to program staff throughout the year, focusing on child growth, classroom environment, and program improvement. • Assist with curriculum and assessment planning and implementation.

	<ul style="list-style-type: none"> Facilitate the development of meaningful program quality improvement goals and objectives with each unique teaching team. Plan and deliver data-driven early childhood professional development and training experiences for teachers, paraprofessionals, and administrators working in early childhood programs based on identified classroom and program needs. Advocate for local Great Start Readiness Programs. Support GSRP program staff with ongoing, regular technical assistance to ensure grant compliance and high-quality programming. Prepare and submit all plans, applications, reports, needs assessment, and evaluation data required by funding sources, schools, and community agencies. Participate in coordinated countywide efforts to recruit and enroll children in preschool. Assist Early Childhood Contact with projects on an as-needed basis. Standing, climbing, and sitting for an extended period. Lifting or pushing equipment or materials up to a minimum of 50 pounds. Responsible for maintaining sufficient work documentation and utilizing an efficient and effective electronic storage method when practical. Able to use technology to support learning and have the skills to research effectively, including using the Internet for research, Google Applications, Microsoft Work/Excel, and other educational software and programming. Participate in professional development opportunities and demonstrate a commitment to continuous learning. Regular and consistent in-person attendance. Other responsibilities as deemed appropriate by the supervisor.
TERMS:	<ul style="list-style-type: none"> 210-work calendar, 7-7.5-hour day Requires traveling to a variety of schools/establishments via personal vehicle Salary depends upon qualifications and experience Family health, dental, vision, life, and long-term disability insurance Paid sick, personal, and Act of God time FLSA: Non-Exempt
APPLY TO:	<p>Send a cover letter, resume with references and credentials to: jtoner@huronisd.org</p> <p>Applications will be reviewed upon receipt. Candidates are encouraged to submit their applications promptly to ensure consideration; the position will remain open until filled.</p>
POSTING DATE:	Tuesday, March 12, 2024
START DATE:	The position is available for immediate start upon selection of the successful candidate.