ECMHSP – Job Description
Curriculum Program Development Specialist

Department: Program Support
Benefit Allocation: 100% Program
Grade: 12
Status: Exempt
Time: Regular Full-Time
Supervisor: School Readiness Manager
Date: April 2017

Purpose: Provide on-going direction, training and technical assistance (T/TA) with curriculum implementation for East Coast Migrant Head Start (ECMHSP) Delegate Agencies and Direct Services programs. Primarily this position will ensure all programs are implementing key aspects of the curriculum to fidelity which leads to quality outcomes for children and families.

JOB SPECIFICATIONS:

Education/Experience:
Preferred: MED or MS in Early Childhood Education or related field. Minimum 5 years of experience in Early Childhood Education, including 3 yrs. training experience.
Accepted: BS or BA in Early Childhood Education or related field

Skills, Knowledge and Ability: Knowledge of the principles and practices and current trends in curriculum for children 0-5; thorough knowledge of culturally, linguistically and developmentally appropriate practices for children 0-5; comprehensive knowledge of the methods, materials, and procedures for implementing with fidelity an appropriate curriculum for children 0-5; effective written and verbal skills; knowledge of Head Start; knowledge of adult learning principles; ability to examine data and make recommendations for improvement in curriculum and teaching; good interpersonal skills to establish effective working relationships with staff; ability solve problems independently, computer literate; ability to work with diverse population. Bilingual desired.

Working Conditions: Extensive travel including some evenings and weekends, must have valid driver’s license; typical office conditions.

Other Requirements: Operating telephone. Valid driver’s license and a reliable automobile. Maintain insurable driving record and insurance on own vehicle. Ability to lift 25 lbs.

ESSENTIAL FUNCTIONS

Training/Technical Assistance:
- Ensure all Delegate Agency and Direct Services programs receive annual training on procedures for fully implementing the ECMHSP curriculum.
- Provide ongoing T/TA to Delegate Agencies and Direct Services on implementing with fidelity the ECMHSP curriculum (webinars, face-to-face training, center visits, video conferencing, email, phone support, etc.).
Assist Delegate Agency and Direct Service programs assess their T/TA needs by analyzing data related to curriculum fidelity to develop targeted training and on-going professional development plans that support effective teaching practices.

In collaboration with the Regional ECES, observe classrooms, model effective teaching practices with teachers and develop innovative methods for enhancing teaching and learning to enhance curriculum delivery.

Identify and recommend additional curriculum resources to support effective classroom implementation.

Deliver pre-service, in-service and other training, consistent with the Head Start Program Performance Standards, ECMHSP goals and objectives, and other identified needs.

Assist in the development of ECMHSP annual training plans related to curriculum and early childhood development.

Provide identified follow-up in a timely manner.

Program Planning and Development

In consultation with supervisor, oversee planning of curriculum development, material selection, and alignment with the Head Start Early Learning Outcomes Framework; update plans annually based on analysis of previous program year’s data.

Evaluate how the curriculum is supporting children’s development and learning.

Use data related to curriculum fidelity to identify trends and needs for program improvement.

Assist in the development of ECMHSP goals and objectives related to curriculum and early childhood education.

Work with supervisor to develop / update curriculum related procedures to include in the Child Development and Education service manual.

Coordination:

Act as a program liaison between ECMHSP and Delegate Agencies and Direct Services, supporting the mission, goals and objectives of ECMHSP.

Coordinate with Operations, Training Department and HR to ensure staff receive support and feedback for continuous improvement with curriculum implementation and fidelity.

Coordinate with Operations supervisors and Mentor Coaches to develop plans to identify and support teachers who may need on-going support with curriculum implementation.

Provide support for continuity of services system.

Reporting/Communication:

On an ongoing basis and as requested provide data and reports on the fidelity of implementation and the effectiveness of the ECMHSP curriculum.

Provide data and reports as requested on progress towards relevant ECMHSP goals and objectives.

Maintain regular communication with School Readiness Manager.

Submit a monthly calendar, time sheet, expense reports, weekly reports, training and technical assistance reports within established timelines to School Readiness Manager.

Provide other reports and documentation as required by supervisors.

Maintain regular communication with Delegate Agencies and Direct Services through site reports, phone calls, and e-mail.

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- Safeguard confidential and sensitive organization and program information.

Interactive Participation:
- Participate on various ECMHSP, Delegate Agency and Direct Service committees as requested.
- Present at National Conferences on behalf of ECMHSP as requested by supervisor.

Partnerships/Public Relations:
- Attend Delegate Agency and Direct Service/community meetings as appropriate.
- Assist Delegate Agency and Direct Service staff to access local resources to support curriculum implementation.
- Act as advocate for migrant children and families.
- Develop and deliver training at ECMHSP conferences and seminars.

Program Monitoring:
- Develop systems and plans for assessing curriculum fidelity as outlined in the Child Development and Education Service Manual.
- Develop data reporting and tracking systems for Delegate Agency and Direct Service progress in curriculum fidelity.
- Communicate results of curriculum fidelity assessment with ECMHSP education staff and Delegate Agency and Direct Service staff.
- Oversee the development of plans to improve curriculum fidelity in coordination with Delegate Agency and Direct Service staff.
- Utilize curriculum fidelity data to inform departmental T/TA plans.
- Participate in ECMHSP Program Self-Assessment as required.

Staff Development:
- Participate in annual self-evaluation.
- Develop an individual professional development plan in coordination with School Readiness Manager.
- Attend professional workshops, seminars, conferences to facilitate professional growth and development.
- Maintain current knowledge of curriculum implementation trends and OHS and ECMHSP initiatives.

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read my job description for understanding and was allowed to ask questions for clarification.

Name: ________________________________ Date: ________________

April 2017
ECMHSP is an Equal Opportunity Employer and does not discriminate on the basis on Race, religion, color, sex, age, national origin, disability or sexual orientation, or any other status protected by applicable law.

Coordinate curriculum fidelity