

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION

TITLE: **ECQUIP LITERACY CONSULTANT**

STATUS: *EXEMPT*

REPORTS TO: *ECQUIP PROJECT MANAGER*

DATE: *January 2020*

POSITION SUMMARY:

This is a full-time position designed to provide consultation and coaching to directors and staff of participating centers of the Early Childhood Quality Improvement Project. Consultant is responsible for continuous improvement of center quality through provision of consultation and professional development services to center directors and staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Supports ECQuIP Manager in delivery of training for directors and staff of coalition centers.
2. Provides coaching and technical assistance to teachers based on training and observation.
3. Attends monthly center director meetings where the agenda pertains to the position.
4. Conducts Get Ready to Read screening tool with all kindergarten eligible children three times per year.
5. Uses results of screenings to determine individual child goals and teacher approaches to learning.
6. Works in one-on-one or small group settings with children who are severely discrepant from peers on screening.
7. Supports the training and technical assistance for developmentally appropriate practices in the areas of literacy.
8. Reports progress on center goals to ECQuIP Manager and the Resource Team.
9. Documents and reports consultation schedule to ECQuIP Manager.
10. Collaborates with others on the team to develop long-term goals for the project.
11. Supports United Way Book Buddy Volunteer Reading Program.
12. Maintains own professional development on current trends and topics in Early Childhood Education.
13. Serves on committees and work groups at the state and local levels as determined together with the ECQuIP Manager.
14. Attends and facilitates participation of center directors and staff in participation in the annual Iowa AEYC Early Care and Education Fall Institute and annual Spring Leadership Institute.

ADDITIONAL DUTIES:

Performs other duties as directed by the ECQuIP Manager and the Executive Director.

WORK RELATIONSHIPS AND SCOPE

Reports directly to the ECQuIP Manager.

QUALIFICATION:

Minimum of a B.A./B.S. in Early Childhood Education, Child Development, or a closely related field is required.

Literacy Consultant

January 2020

CERTIFICATES, LICENSES, AND REGISTRATIONS:

A valid state of Iowa driver's license is required for this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient use of computer and MS Office Applications; professional demeanor and appearance; interpersonal skills, including the ability to maintain positive relationships with individuals at all levels; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond empathetically to questions from recipients, centers, funders; ability to lead small teams (committees) and bring groups to consensus.

WORKING CONDITIONS:

Work is primarily in an office environment with little chance for personal injury. Deadline pressure is an integral part of the job. Frequent mental and visual concentration for computer usage and reading/assimilating computer information. Position is full time (40 hours per week). Work hours are generally during normal business hours, but on a regular basis include extended weekday and weekend presentations. There will be some variation in work hours due to special projects, deadlines, and other concerns. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. There is an expectation for an active role in community activities.

MEASURE OF PERFORMANCE

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; effective communication; productive working relationships; good working relationships with clients and co-workers; responsiveness to the information needs of management; soundness of business decisions made; confidentiality of business and financial information.

EQUIPMENT OPERATED:

Utilizes a PC and computer printer for word processing, spreadsheets, email, Internet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Program Manager or Executive Director of Iowa AEYC. Requirements and expectations of the position are subject to change over time and for possible modification to reasonably accommodate individuals with a disability.

I acknowledge this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this position.

Received by Employee

Date