



POSITION DESCRIPTION

Early Childhood Specialist

INFORMATION

Department:	Education
Reports to:	Education Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Exempt
Date:	September 24, 2019

SUMMARY/OBJECTIVE

Under the direct supervision of the Education Director, provides administrative support for the Baby Raven Reads grant program. Independent judgment is required to plan, prioritize and organize a diversified workload, and to recommend changes in relation to programs practices or procedures.

ESSENTIAL FUNCTIONS

- Act as part of a team/working group, which will plan, design, and implement the monthly family events and the implementation of Gumboots camp in all communities including Juneau.
- Design curriculum for family literacy nights and quarterly family/caregiver training events.
- Coordinate and plan monthly family literacy activities in Juneau with Juneau Baby Raven Reads Team.
- Select all educational and culturally relevant books/activities/materials for planned family events and monthly mail
- Lead the creation and development of outreach to family and communities in the promotion of the Baby Raven Reads School Readiness and Early Childhood Literacy programs through newsletters, flyers, radio ads, etc.
- Establish, develop, maintain and update materials in support of family literacy, including monthly mail outs.
- Manage the distribution and tracking data of books and literacy kits.
- Diplomatically communicate with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization.

- Act as a liaison with other departments and outside agencies in support of the Baby Raven Reads program. This Includes confidential and non-routine information and explanation of policies when necessary.

COMPETENCIES

- Flexible working with an ever-changing work environment.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to work well on own initiative and within a team.
- Proficient in computer applications, including word processors, spreadsheets, database software, and online survey applications.
- Highly organized, self-motivated, and attentive to detail.
- Competent in project planning.
- Knowledge of program planning for early childhood classroom experience.
- A strong understanding of Indigenous culture and perspective.

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position working 37.5 hours a week.

TRAVEL

None to minimal.



REQUIRED EDUCATION AND EXPERIENCE

- Associate's Degree (equivalent experience may be substituted).
- Three years of prior work experience either in a classroom or in another early childhood educational environment.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in related field.
- One year of administrative experience or equivalent office experience.
- Strong knowledge of Indigenous culture and perspective.
- Tlingit, Haida or Tsimshian language learner

OTHER DUTIES

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.

