

**Town of Manchester**  
**Position Guide**

**Title:** Early Childhood Specialist  
**Department:** Youth Service Bureau  
**Reports To:** Director of Youth Services

**NATURE OF WORK**

Under general direction facilitates a citywide system of collaboration with public and non-public agencies to assure effective transitions of children and their families from early care and education programs into elementary schools. Maintains and nurtures a strong, supportive collaboration among public and non-public pre-school providers.

Acts as a resource for parents on early child care issues.

**ESSENTIAL JOB FUNCTIONS**

Facilitates ongoing communication and collaboration between community early care and education providers.

Coordinates and facilitates the delivery of joint professional development opportunities for those who serve young children and their families.

Provides technical support to early care and education programs in relevant organizational areas, as needed, e.g.; administrative systems and governance, fiscal management, hiring and expansion, capacity building, and program improvement.

Provides opportunities for professional development and networking to promote high standards of achievement and quality within developmentally appropriate practices.

Models strategies for instruction and peer-coaches the implementation of those strategies.

Conducts play groups in the community.

Assists in program evaluation and collection of data related to early childhood issues.

Performs other duties as assigned.

**OTHER FUNCTIONS**

**Staff Development**

Conducts workshops specifically focused on aspects of the teaching and learning process.

Assists in developing and organizing programs to meet identified needs.

Models instructional techniques in pre-school settings.

**Community Relations**

Conducts informational workshops for parents and acts as a resource for parents.

Connects with statewide early childcare and education groups, works with proposed Policy Group and School Readiness Council.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrated ability to work collaboratively with diverse community partners; excellent interpersonal and organizational skills.

Knowledge of best practices in early care and education, including program management, curriculum and assessment, transition and developmentally appropriate practices.

Demonstrates ability and willingness to work effectively with people and provides for open communication with all segments of the community.

Exhibits high caliber in presentation of work.

Shows respect and concern for others.

Ability to prepare written records and reports.

**PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.

Must be able to see objects closely, as in typing a report; demonstrates basic phone skills including working with background noise.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to: dust, electro-magnetic radiation as in computer screens.

**MINIMUM TRAINING AND EXPERIENCE:**

Master's degree in early childhood education or related field. Three (3) years' experience working in the field of early childhood education. Must possess valid motor vehicle operator's license.

**The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete itemization of all facets of any job.**