

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

JUDY CENTER SPECIALIST

POSITION: Judy Center Specialist

REPORTS TO: Executive Director of Supplemental School Programs

LOCATION: Various Sites

NATURE OF WORK:

The Specialist is responsible for the performance and the results of the St. Mary's County Judith P. Hoyer Early Child Care and Education Center based on the 11 Components.

ESSENTIAL FUNCTIONS:

Working within the Judy Center Partnership, develop and achieve yearly goals and milestones for the Judith P. Hoyer Early Child Care and Education Center Grants (Judy Centers) complete grant application, design, and implement data collection system.

DUTIES AND RESPONSIBILITIES:

- Coordinate all program activities for the Judy Center partnership;
- Design and implement data collection, compile and submit required reports (including MSDE required reporting);
- Achieve and maintain required program accreditation/validation;
- Develop strategies for increasing program visibility and expansion, enrollment strategies, including recruitment of new partners. Coordinate all issues affecting the partners;
- Develop and lead monthly Steering Committee meeting agendas, handouts, etc., develop and distribute meeting minutes;
- Attend statewide Judy Center meetings, attend tri-county planning meetings, including Southern Maryland Child Care Resource Center and Head Start;
- Plan and facilitate Interagency Steering Committee meetings, serve on the Early Childhood Team of the Local Management Board of St. Mary's County;
- Make presentations on the Judy Center for organizations, agencies, and conferences;
- Conduct and coordinate the development and distribution of: surveys for agency partners, day child care providers, parents, Judy Center staff, marketing materials, medical packets, and permissions;
- Provide fiscal oversight and accountability for the purchase and coordination of services, supplies, and materials for offices, classrooms, activities and events;
- Develop and distribute parent newsletters;
- Obtain and distribute brochures of interest to parents, i.e. child care, health issues, developmental stages, etc.;
- Develop and execute transition plans for children moving from one school year to the next;
- Hold weekly staff meetings to ensure component compliance monitoring with partners;
- Hold case management meetings on a biweekly schedule to review and monitor data collection, and documentation of partnership activities;
- Attend Hoyer Center events including periodic evening workshops and events;
- Develop evaluation information for the annual Maryland State Department of Education (MSDE) site visit; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Possess Associates Degree with experience in Early Childhood Education or a related field;
- Demonstrated knowledge of early childhood development and appropriate curriculum for children birth through age five;
- Minimum of three years of experience in teaching young children and/or parent training;
- Experience and effective management in coordinating services and collaborating with multiple agencies and service providers;
- Evidence of staff development experience and skills;
- Demonstrated ability to relate positively to colleagues, children, and families, work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Experience in coordinating/managing early childhood program and ability to plan, organize, prioritize, and coordinate the work of others;
- Demonstrate effective communication skills, both orally and in writing;
- Thorough working knowledge of current technology to include critical programs, data base, record keeping, office equipment, and software;
- Ability to work independently without supervision; and
- Ability to maintain sensitive and confidential records, and prepare reports from such records.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP