

Gulf Coast Center for Nonviolence

POSITION: EARLY EDUCATION SPECIALIST

<http://www.gccfn.org/wordpress/>

STATUS: Non-Exempt

LOCATION: Biloxi

IMMEDIATE SUPERVISOR: Children's Services Manager

HOURS: Full-Time, 40 hours: Monday – Friday, 7:30am – 4:00pm. Some evening and weekend work will be required.

SUMMARY: Conduct Incredible Years therapeutic preschool for children ages 3 – 5 who have been exposed to violence or are at risk for exposure to violence.

POSITION REQUIREMENTS: Bachelor's degree in early childhood education, child development, elementary education, special education or psychology (with emphasis on child psychology) AND two years of teaching experience required. Knowledge of domestic violence and child development preferred.

Must be able to work and communicate effectively with diverse groups of clients.

Ability to work within agency mission, philosophy and policies/procedures.

Must have a reliable vehicle and meet agency driving policy requirements, including a valid driver license and proof of required automobile insurance. Travel required.

Ability to work with minimal supervision, as well as in a team environment.

Ability to express complex information and ideas both verbally and in writing.

General physical requirements include but are not limited to: bending, stooping, climbing stairs, prolonged sitting of more than 4 hours.

ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Preschool

- Implement Incredible Years Preschool Curriculum as designed
- Lead Incredible Years groups for preschoolers
- Design monthly preschool calendar
- Complete Incredible Years training programs

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- Maintain daily report records of all preschoolers.
- Assist in conducting monthly Incredible Years parenting class
- Plan monthly Parent Fun Day.
- Refer preschool children with special needs to appropriate services.
- Plan annual preschool graduation program.
- Monitor drop off and pick up by parents or designated individuals.
- Inform parents of child's progress and upcoming events.
- Facilitate annual Department of Health licensure recertification and requirements.
- Maintain current First Aid and CPR certification.

Agency Compliance

- Maintain comprehensive and organized files utilizing the automated data and case management system
- Adhere to the agency's confidentiality policies, maintaining a high level standard of confidentiality
- Compile and accurately report all applicable program statistics and educational activities on time and as directed
- Report any known or suspected child abuse to immediate supervisor
- Report any suspicious activity or persons
- Attend and participate in agency staff meetings and trainings
- Report to work on time as scheduled
- Maintain a valid driver license and proof of required automobile insurance
- Perform all other duties and/or participate in special projects as assigned by direct supervisor or Chief Executive Officer.

Other

- Participate in hurricane evacuation and facility preparation.
- In case of emergencies and extreme circumstances, will be required to assist with 24-hour shelter coverage
- Work in conjunction with other program components and staff to ensure effective communication of agency and client concerns, recommendations, and needs.