

JOB DESCRIPTION

POSITION/TITLE:	Early Childhood Consultant
GROUP:	Early Childhood Development
SUPERVISOR:	Director of Early Childhood Development
JOB STATUS:	Exempt; Salaried; Full Benefits
HOURS:	Full Time; 100% FTE; 40 hrs. / week

SUMMARY DESCRIPTION

Under the general supervision of the Director of Early Childhood Development, the Early Childhood Consultant is responsible for developing curriculum and professional learning materials and conducting professional learning in the HighScope approach in programs throughout the United States and abroad. The EC Consultant collaborates in the development of resources, tools, and programs and performs related work as required. Duties include developing professional learning materials and classroom resources as well as conducting professional learning, coaching and conference sessions.

ESSENTIAL FUNCTIONS/DUTIES:

- Develop curriculum, instructional strategies, techniques, and professional learning materials for infant and toddler and preschool children Conduct professional learning and coaching sessions for early childhood constituents regionally, nationally, and internationally
- Write articles, support video-recording projects, and develop other HighScope materials and publications
- Represent HighScope at professional conferences and at other related early childhood meetings and events; develop and conduct sessions
- Contribute written information for grant proposals as needed
- Evaluate and certify applicants for teacher and site certification
- Mentor and support field consultants
- Support other department functions as needed (moderate the visitor program; substitute teach in the preschool classroom; review new products, etc.)

JOB QUALIFICATIONS:

Education/Experience:

- Bachelor's degree or higher in early childhood education, child and family development, curriculum development or related field. Prefer Master's degree with an early childhood focus
- Minimum 3-5 years of early childhood teaching and caregiving experience including working with families
- Certified HighScope Trainer; training may be provided by HighScope
- Preferred experience as a Field Consultant for HighScope
- Preferred completion of Infant/Toddler and/or Preschool HighScope curriculum training

Knowledge, Skills, Abilities

- Demonstrates extensive knowledge of early literacy, child development practices and research-based early childhood quality methods and approaches and utilizes information to serve as a subject matter expert
- Extensive knowledge of the HighScope philosophy, curriculum and educational approach; willingness to deepen this knowledge and understanding
- Strong written communications skills, ability to write clear, structured, articulate material for publications, presentations and RFPs
- Highly developed interpersonal skills: ability to build trusting relationships across multiple constituencies; ability to collaborate with staff across diverse roles
- Exceptional public speaking skills with multiple audiences; bi- or multilingual a plus
- Ability to manage simultaneous, detail-oriented projects with multiple deliverables and stakeholders, in detail and on deadline
- Ability to take initiative, be resourceful, independent and work with minimal supervision
- Ability to maintain confidentiality; high level of professionalism
- Intermediate technical skills required including proficiency in Microsoft Office products, particularly PowerPoint, Word, and Excel
- Accountable and achievement-oriented; team player with a positive attitude

Other Qualifications/Requirements (e.g. Licenses/Certifications, Travel, Lifting, etc.)

- Willingness and ability to travel, including overnight as required; passport may be needed
- Valid driver's license for travel with company vehicles or own transportation
- Ability to lift and carry approximately 25-30 pounds
- Physical actions performed frequently, typing, sitting, and reading. Standing, walking, conversing, using the phone, hearing, stairs

DISCLAIMER - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.