

# United Way of Roanoke Valley

**Job Title:** Early Education Specialist  
**Department:** Community Impact  
**Reports to:** Program Coordinator as assigned  
**Status:** Exempt, Full Time, Grant Funded  
**Date:** July 2022

**Organization:** The mission of United Way of Roanoke Valley is to improve lives by mobilizing the caring power of people in our community. By leading important initiatives and making strategic investments in health and human service partners, we work toward our goal of positively and sustainably changing community conditions.

For more information, please visit [www.uwrv.org](http://www.uwrv.org).

**Summary:** The Early Education Specialist works collaboratively with the Early Learning Strategies (ELS) team in developing, implementing, and ensuring progress in the overall plans for improving the quality of early childhood education programs and other professional development efforts. The work will be guided by priorities and objectives as outlined by the Early Learning Strategies Director and Early Learning Strategies Steering and Operations Committees.

This position is a point of contact and support for early childhood providers (public schools/VPI, Head Start, childcare centers, preschool programs, etc.) and other community partners working to ensure that all young children will have access to high quality child care.

The EES must believe and exemplify United Way of Roanoke Valley's mission, vision and values including exhibiting confidentiality when working with sensitive and personal information, and a sensitivity and respect for cultural diversity.

## COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

We take the broadest possible view of diversity.

**We value** the visible and invisible qualities that make you who you are.

**We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

**We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

**We strive** to include diversity, equity, and inclusion practices at the center of our daily work.

**We commit** to using these practices for our business and our communities.

**Cultural Competence:** The EES adapts a lens of cultural competency that conveys empathy, support, and an understanding of the people they work with both internally and externally, engage with, and the people they serve. This competency helps to build trust and effective engagement, build stronger relationships, expand our organization's reach, and more effectively and respectfully engage with people regardless of background.

**Core Competencies** are characteristics that all employees are expected to exhibit as a member of the UWRV team. For complete details that include attributes and behaviors please see the United Way Core Competencies Checklist in the shared Human Resources Network Folder. These include:

- **Mission Focused:** Top priority is creating real social change that leads to better lives and healthier communities.

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- **Relationship Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Understands his/her role in growing and protecting the reputation and results of the organization, and thus, the greater network.

Additionally, members of the UWRV team should exhibit the following competencies:

- **Effective Communication:** Skilled and passionate communicators who articulate our message in a way that inspires other to act in service to the organization and community; and, promotes and sells ideas persuasively, in order to shape the opinions of key stakeholders and promote and project a positive image of the organization.
- **Adaptability and Change Management:** champion and facilitate change to ensure long-term community sustainability by adapting successfully to changing needs while maintaining positive relationships with internal and external constituents.
- **Cross-Functional Capability and Collaboration:** Effectively works cross-functionally using a team-oriented mindset and approach to collaborate for results based on knowledge of current conditions and future trends both internally and externally.

Additionally, members of the community impact team should exhibit the following competencies:

- **Strategic Community Collaboration:** Engages diverse stakeholders to accurately and effectively assess community needs and, with credibility, authenticity and humility, strategically guide work that contributes to the community's priorities while influencing and inspiring community leaders to partner with United Way to create and implement programs that serve and add value to the community.
- **Deep Community Expertise:** Expert on community issues and challenges with knowledge of data trends, research, environment and community stakeholders which allows for proactively identifying and addressing complex issues by providing leadership in gathering and using data to drive strategy development and implementation within the impact area of focus to drive collective community outcomes and achieves results.
- **Product Development and Implementation:** Understands the community and the philanthropic interests of donors and investors and can identify community strategies to connect the interests of donors to solutions and products that meet the community's needs.
- **Donor Influence:** Understands donors and supports year-round relationship management to attract and sustain resources (financial, volunteer and advocacy).
- **Volunteer Engagement:** Works to build organizational capacity through volunteer collaboration and to develop high-impact, meaningful volunteer opportunities that increase revenue, impact, outcomes, and influence.
- **Advocacy and Public Policy:** Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships both internally and externally.

**Key Accountabilities** include the following:

1. Support sites participating or eligible to participate in VQB5 (Unified Virginia Quality Birth to Five System) by providing a CLASS observation and feedback session.

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2. Provide information and support to early care and education programs to improve and sustain the quality of their services.
3. Improve program quality through collaboration with Ready Regions quality improvement partners to provide aligned professional development supports (Technical Assistance, Coaching and Training).
4. Assist programs in identifying goals and measuring progress related to VQB5 Standards- Curriculum and Instruction.
- 5.

**Essential Duties and Responsibilities** include, but are not limited to, the following:

### Supporting the implementation of VQB5 – Unified Virginia Quality Birth to Five System)

- Collect data on participating ECE programs
- Orient ECE programs to ELS Programs through group orientation sessions or one-on-one site visits
- Assist ECE programs in compiling, completing, and submitting any documentation required for participation
- Support programs and educators with resources and pathways to scholarships and incentives
- Review quality improvement plans and assess progress
- Review participating programs' progress and actively reach out to provide assistance
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- Prepare monthly and quarterly reports as related to ELS activities
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- Promote access to high quality care and provide resources to aid families in identifying high quality care and resources
- Maintain reliability in the CLASS tool (Infant, Toddler and PreK)

### Support Quality Improvement

- Track and monitor program engagement and movement of goal completion using local observation data
- Provide technical assistance, training, and coaching on VQB5 standards (Curriculum and Instruction).
- Design and develop engaging trainings based on adult learning best practices.
- Provide regularly scheduled group trainings, learning communities, and technical assistance for programs as assigned
- Provide quality improvement support to programs based on CLASS observations and identified needs. Support programs development of improvement plans
- Support and encourage program engagement in continuous quality improvement activities
- Collaborate with Ready Regions quality improvement partners to identify and coordinate site needs for mini-grants and scholarships
- Coordinate with other quality improvement partners in the region.

### Working cross-functionally with ELS team to support school readiness goals

- Support and implement person-centered and equitable strategies;
- Enter data and information accurately into the data base for reporting purposes
- Process monthly reports as assigned
- Document progress and deliverables through monthly reports and work plan updates
- Attend regional meetings and participate in conference calls as requested

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### General

- Maintain a current understanding of and be able to articulate to stakeholders and the community at large, UWRV's community impact model, focus area initiatives and results.
- Participate in internal and external committees to gain and keep current such understanding
- Ensure the UWRV brand experience is consistent and exceptional.
- Participate in community and civic activities or organizations to increase public awareness of UWRV as assigned or approved by supervisor
- Cross-functionally work with the other teams to communicate consistently with constituents through various media the work of UWRV
- Conduct operations effectively and efficiently and promote a cooperative spirit within the UWRV organization.
- The ability to engage, build, and grow relationships with diverse stakeholders as related to the position.

All other duties as assigned.

**Supervisory Responsibilities:** None.

**Ideal Qualities & Qualifications:** The following are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the Early Education Specialist should have:

- Thorough understanding of the impact of quality early childhood education and the issues facing children, youth, and families in the area
- Experience working with staff in early care and education programs, social service agencies, schools or other private and public early education settings
- Knowledge of child development, and early childhood education classroom best practices
- Ability to manage multiple priorities in an organized manner
- An ability to comfortably deal with multiple interruptions on a continual basis, always maintaining a friendly interface with others
- Collegial nature and collaborative style when working in a team dynamic
- Natural and confident ability to explore and identify mutually beneficial solutions
- Highly effective written and verbal communicator
- Knowledge of web-based applications
- Highly confidential when working with sensitive and personal information.

### **Preferred Qualifications:**

- Knowledge of the various regulating authority standards related to early childhood programs (Virginia Standards for Child Day Centers and Family Child Care Homes, Head Start, Board of Education, etc.)
- Knowledge of the Environmental Rating Scales (ERS)
- Reliable Observer in CLASS (Infant, Toddler, and Prek)
- Knowledge of Virginia's Competencies for Early Childhood Professionals
- Knowledge of Virginia's Early Learning Development Standards
- Actively involved in the area's ECE community
- Experience in providing training or education to adults
- Bilingual skills

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**Education and/or Experience:** Bachelor's degree in early childhood education, early intervention, educational psychology, developmental psychology or a related field

**Language Skills:** Ability to read, analyze and interpret database reports. Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse individuals. Ability to document and communicate information to an audience.

**Computer and Analytic Skills:** Proficient knowledge of Microsoft Excel, Word, Outlook and Publisher

**Licenses:** Valid Virginia Driver's License

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand walk and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee works in a both in the field and in an office environment. Field work consists of settings such as classrooms, daycare centers, playgrounds, training rooms, etc. Travel may be necessary with this position, and some evening and weekend work may be required.

Statements in this Position Description are intended to describe the general nature of the work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.

UWRV offers excellent benefits, a great work environment and is an equal opportunity employer.