BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Contracted Slots Specialist (CCDBG) – The Pennsylvania Key

QUALIFICATIONS:

A. Master's degree in child development, Early Childhood Education, Special Education, Social Work, Therapy preferred; BA with 5 years of experience working with infants, toddlers, and prekindergarten-age children in the above fields considered.
B. Knowledge of child development, developmentally appropriate practice, and early childhood issues.
C. Knowledge of childcare practices including sound fiscal practices and subsidy regulations.
D. Exceptional writing, organizational, and management skills, with the ability to work independently.
E. Ability to collect, analyze and when requested apply information from data collected relevant to the work being done.
F. Ability to work in a leadership role, work collaboratively, and communicate effectively with community-based settings including childcare, Early Head Start/Head Start, and other infant toddler and pre-kindergarten settings as well as local communities, government, and the education community.
G. Knowledge and ability to apply information about the Pennsylvania's Early Learning Standards for Infants and Toddlers and Pre-Kindergarten, Keystone Stars, Head Start Program Performance Standards, Child Care Works, DHS regulations and information related to the services provided through Pennsylvania's Early Learning Resource Centers.
H. Experience working with at-risk children and families.
I. Ability and willingness to travel state-wide.
J. Experience in providing professional development; possess or obtain a Certified Instructor PQAS within 3 months of hire date.
K. The ability to work collaboratively to develop policies & procedures to guide program implementation.
L. The ability to contribute to the development and advancement of a new initiative which would include but not be limited to problem solving, analysis of trends and the assimilation and application of information from programs, community partners, OCDEL and the federal government.
M. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Contracted Slots Supervisor

POSITION GOAL:

To provide technical assistance, support and monitoring of sites to ensure compliance with the high-quality standards established by the Pennsylvania Office of Child Development and Early Learning (OCDEL).

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

A. Provide proactive consultation and assistance to delegate programs to ensure successful implementation of the OCDEL Contracted Slots programs.
B. Act as first reviewer for all fiscal reports sent by the program and forward approved reports along with any issues or recommendations to the Contracted Slots Supervisor.
C. Provide support for the implementation of the Infant/Toddler and Pre-Kindergarten Standards at all OCDEL partner sites.
D. Provide support to adapt a curriculum that is aligned with the Infant/Toddler Standards.
E. Attend and help facilitate OCDEL sponsored professional development events and/or other regional professional development events that support partner staff to services.
F. Assist OCDEL partner staff to locate resources to meet all educational requirements and track progress towards meeting those educational requirements.
G. Assist OCDEL partners to coordinate and integrate services for vulnerable families.
H. Provide support to strengthen and expand community partnerships to help make the best use of resources and improve the quality of all of the OCDEL partners. Facilitate data entry at the program level in regard to child and teacher demographic data, classroom data, and child outcome data.
I. Monitor program performance through on-site visits and online data system.
J. Establish relationships with Community Engagement, PA Key's Regional Staff, Head Start Staff if appropriate and the OCDEL Staff to effectively utilize all parts of the early childhood system to support high quality in all programs.
K. Assist partners in identifying strengths and areas that need improvement in classroom and program operation and provide recommendations and strategies to improve quality.
L. Assist OCDEL partners to identify and develop goals related to program quality improvement.
M. Coordinate strategies that support children and families.
N. Support the inclusion of special needs students of all OCDEL partner sites.
O. Submit monthly/quarterly reporting documents to Contracted Slots Supervisor in an effort to ensure there are regular updates on the progress/status of each site.
P. Attend joint partnership meeting and lead regional meetings of all programs as required.

TERM OF EMPLOYMENT:

Exempt, Full Time, Twelve months/year. Salary to be established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for The Pennsylvania Key, Classification – Education Specialist.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	**Date:**

Revised: May 2, 2025

CC: Employee File