Department: Early Childhood
Title: Kindergarten Readiness Support Specialist
FLSA Status: Non-Exempt
Reports to: CFCE Coordinator
Hours: 15 hours per week, for 15 weeks
Rate: $20.00/hour

Purpose: The Kindergarten Readiness Support Specialist is responsible for supporting families and children as they prepare for entering kindergarten especially in light of the impact of the pandemic on children's early learning experiences and kindergarten readiness.

Essential Functions
▪ Outreach and collaboration with the early childhood community in CES CFCE catchment area of 17 towns and communities to promote Kindergarten readiness
▪ Set up, maintain, recruit, and support families using the Ready-4 K text messaging service
▪ Distribute materials to EEC licensed programs and Public Pre-K, and liaison between CFCE staff, programs, and families
▪ Attend twice a month CFCE staff meetings and relevant community and CES meetings
▪ Attend and support the programming of Kindergarten readiness events in 7 communities
▪ Complete functions to support Kindergarten readiness and CFCE programming in 17 towns and communities

Other Duties and Responsibilities
▪ Miscellaneous tasks to support CFCE grant priorities and programming implementation
▪ Other tasks as assigned by Coordinator

Minimum Qualifications
▪ Associates Degree, preferably in Early Childhood Development, Education, or a related field.
▪ Knowledge of Early Childhood Developmental Milestones
▪ Knowledge of children's social emotional development
▪ Excellent organizational skills and ability to handle multiple tasks
▪ Computer literacy and ability to maintain an online text messaging system

Work Conditions
▪ Ability to handle interruptions, change tasks and maintain productivity
▪ Skilled in working independently and collaboratively
▪ Requires travel and occasional weekend hours

Terms of Employment
▪ This is a temporary part-time position. The position will commence as soon as possible, and will be terminated on or around June 30, 2022.
▪ This position is not eligible for employee benefits or paid time off.
▪ This is a non-exempt position paid on an hourly basis. The employee will be required to submit a timesheet recording all hours worked, and will be paid on a bi-weekly basis.