



Lapeer County Intermediate School District JOB DESCRIPTION

Early Childhood Contact/Specialist

Employee Group:	Non-Represented Professional Staff (210 days)
Level:	E
FLSA:	Non-Exempt
Department:	Early Childhood
Supervisor:	Director of Early Childhood

Position Summary

The Early Childhood Contact/Specialist supports and coordinates early childhood programs across Lapeer County, ensuring compliance with state requirements and the delivery of high-quality, developmentally appropriate services. This role provides technical assistance, monitors program quality, manages grant and contract requirements, and collaborates with the Director of Early Childhood and community partners to support continuous program improvement.

Qualifications

Education

Required (one of the following):

- Graduate Degree in early childhood education, child development, or a closely related field with 5 or more years of relevant job experience in early childhood education
- Bachelor's Degree in early childhood education or child development with a specialization in preschool teaching or a valid Michigan teaching certificate and a ZA, ZS, Birth-K or PK-3 endorsement with 10 or more years of relevant job experience in early childhood education.

Work Experience

1. Required: Required: 5+ years of relevant work experience in early childhood education (such as working with young children in a group setting, program planning and implementation, program evaluation, staff supervision and development, and program management)
2. Preferred: Experience working in a Great Start Readiness Program (GSRP) or Head Start

Other

Preferred: Professional development in curriculum development, program management, program evaluation, and staff supervision and development

Knowledge

1. Early Childhood Standards of Quality for Birth to Kindergarten (ECSQ B-K)
2. Classroom Assessment Scoring System® (CLASS®)
3. HighScope®
4. MyTeachingStrategies®
5. Creative Curriculum®
6. GSRP requirements as outlined in GSRP Implementation Manual
7. Licensing rules for child care centers
8. Early childhood assessment and screening tools

Essential Job Duties and Responsibilities

1. Serve as Early Childhood Contact (ECC) and Early Childhood Specialist ECS) in accordance with GSRP Implementation Manual (see Attachment A and B)
2. Assist Director of Early Childhood to provide support to early childhood programs operated in Lapeer County and ensure that they are high-quality and developmentally-appropriate
3. Complete GSRP grant requirements - Funding, PIP, Transportation, Curriculum, Start Up, Waivers
4. Update GSRP contracts annually
5. Outreach to Community Based Organizations (CBO)
6. Coordinate GSRP Administrator Meetings
7. Program File Reviews and Data Collection/Analysis
8. Update GSRP Policy and Procedures
9. Produce quality work by being thorough and paying attention to detail
10. Provide necessary support and back-up to co-workers as needed
11. Report for work on-time as scheduled
12. Perform duties and responsibilities in accordance with District policies
13. Perform other related duties and responsibilities as assigned

Skills

Strong written and verbal communication skills to support effective collaboration, paired with excellent organizational and interpersonal abilities. In addition, strong analytical and problem-solving skills with a customer-focused approach for delivering high quality service.

Abilities

Demonstrates the ability to effectively prioritize and manage multiple tasks while meeting established deadlines and timelines. Takes initiative and exercises sound judgment, particularly when handling sensitive and confidential information, with a strong commitment to maintaining student confidentiality at all times. Works both independently and collaboratively as part of a team, maintaining professionalism and composure in high-pressure or challenging situations. Prepares and maintains accurate records, reports, and correspondence, ensuring proper grammar, spelling, and clarity in all written communications. Builds and sustains positive working relationships with students, staff, and community members. Utilizes current technology efficiently and adapts to evolving tools and systems. Willing and able to travel to local districts throughout Lapeer County as needed.

It is expected that all employees positively represent the ISD and its local districts.

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities

Work Environment

Work is performed in office, school, and community settings, with regular travel throughout Lapeer County. The position requires collaboration with staff and community partners in a fast-paced, deadline-driven environment.