DOWN EAST PARTNERSHIP FOR CHILDREN

**POSITION:** **Ready Schools Specialist**

**REPORTS TO:** **Ready Schools Coordinator**

**CLASSIFICATION:** **Non-Exempt**

**HOURS PER WEEK:** **40 hours per week**

**DATE:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director

**PRIMARY PURPOSE:**

# Support the development and implementation of the Ready Schools initiative with a focus on school and district level work, early childhood systems building, and early literacy. Specialize in the implementation of DEPC’s early literacy programs/initiatives.

**DEMONSTRATED ABILITIES:**

* Leadership skills
* People skills
* Process management skills
* Coaching, training and meeting facilitation skills
* Problem solving
* Strategic thinking
* Work independently and as part of a team
* Work collaboratively with diverse stakeholders
* Excellent verbal and written communication skills
* Proficient in computer skills

**WORK EXPERIENCE/REQUIREMENTS:**

* At least 1 year of community/family engagement experience related to birth-age 8 education/literacy
* Early childhood and/or K-12 teaching experience preferred
* Valid Driver’s License

# **ESSENTIAL RESPONSIBILITIES:**

Early Literacy Programs/Initiatives

* Reach Out and Read
	+ Coordinate communication, book deliveries, site visits, etc. with appropriate clinic/department administrator(s) and ROR staff.
	+ Establish system to efficiently order, stock, and track books distributed to medical providers.
	+ Promote ROR best practices and other early literacy programs/initiatives through technical assistance and Lunch and Learns.
	+ Support clinic staff with the completion/collection of monthly tally sheets, semi-annual Progress Reports, and annual Parent Surveys.
	+ Maintain ROR online database.
	+ Establish and maintain literacy-rich environments at each ROR site.
* Dolly Parton’s Imagination Library
	+ Register children and promote the DPIL program in the community.
	+ Maintain accurate information in The Dollywood Foundation's Book Order System (BOS).
	+ Engage DPIL families with early literacy content through various strategies including Mail Chimp e-blasts.
* Active Reading
	+ Incorporate Active Reading strategies into early literacy programming.
	+ Promote Active Reading strategies among children and families.

School and District Level Work

* Elementary School Support
	+ Support Ready Schools Coordinator with technical assistance/support to elementary schools. This may include, but is not limited to:
		- Project support- development/implementation of project plan, timeline, evaluation, etc.
		- Attendance at individual school meetings, events, programs, etc.
		- Sharing Ready Schools/Campaign for Grade Level Reading best practices.
	+ Assist with internal and external communication and scheduling with DEPC staff and school/community partners related to school support.
* Transition to School
	+ Support Ready Schools Coordinator with facilitation of quarterly Transition Alignment Committee.
	+ Assist with the planning and delivery of the Registered and Ready initiative in collaboration with NCPS, ECPS, and DEPC staff.
	+ Implement parent engagement strategies for early literacy programs.
	+ Support NCPS and ECPS staff with transition events/activities and Kindergarten registration efforts.
* Health
	+ Collaborate with Ready Schools Coordinator to plan/execute the following at partner elementary school:
		- Quarterly food tastings/physical activity experiences/garden activities at staff meetings.
		- Semi-annual school wide taste tests/Chop Chop magazine distributions.
	+ Collaborate with Healthy Kids Collaborative staff to support other health-related activities as needed.

Early Childhood Systems Building

* Read to Rise, Local Campaign for Grade Level Reading
	+ Attend local, state and national meetings/conferences related to school readiness, school attendance, and summer learning.
	+ Assist with the planning and delivery of the Registered and Ready initiative in collaboration with NCPS, ECPS, and DEPC staff.
	+ Collaborate with Ready Schools Coordinator/R&D staff to develop annual attendance campaign.
	+ Collaborate with Ready Communities staff to support summer feeding/summer learning in Nash and Edgecombe Counties.
* Liaison
	+ Attend relevant local, state and national meetings and conferences.
	+ Act as a liaison between two local school systems and DEPC.

Other

* Assist with writing and/or editing reports as requested by funding source.
* Attend DEPC staff and Community Collaboratives team meetings and DEPC staff retreat, in or out of town.
* Attend DEPC Board Meetings as needed.
* Responsible and accountable to the Ready Schools Coordinator for day-to-day activities.
* Responsible for other duties assigned as deemed appropriate by the Executive Director and the Community Collaboratives Director.

**EDUCATION:**

* A bachelor’s degree in education or related field.

**PHYSICAL REQUIREMENTS:**

* + While performing this job the employee is:
		- Frequently required to sit and use the computer
		- Periodically required to stand; walk, stoop, kneel
		- Often required to lift up to 40 pounds
	+ Specific vision abilities required for this job includes close vision and the ability to adjust focus to operate the computer
	+ Required to load large shipments of books and deliver to pediatric clinics