



Job Title	Education Assistant	FLSA Status DOL Status	Non-Exempt Full-time
Program/Department	Early Childhood Services (ECS)	Supervisor Responsibilities	No
Reports To	Education Manager	CEO Approval Date	06/27/2022
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		

Must pass required background check, TB and Physical

POSITION OVERVIEW

The Education Assistant provides effective multi-disciplinary collaboration to enhance high quality early childhood education and children’s progress toward school readiness. This position assists the Education Manager in the training, technical assistance, and on-going monitoring of program curricula implementation, education initiatives, and data management systems across both center and home-based programs in Early Childhood Services (ECS).

All Sunbeam employees and volunteers are expected to be sensitive to our clients’ cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promote, encourage, and display examples of leadership for the agency in accordance with the agency mission.
- Demonstrate capacity for providing developmentally appropriate and evidence-based practice.
- Exemplify the values expected within the program, and promote the mission of the organization.
- Maintain knowledge of best practices within early childcare and development.
- Organize and disseminate information to facilitate the implementation of program curricula, as well as education initiatives, policies, and procedures.
- Engage in on-going and timely monitoring of educational data entered into ChildPlus and Teaching Strategies Gold, as well as CLASS and coaching data entered into myTeachstone.
- Perform prompt completion of program-wide education reporting, providing data to others regularly.
- Provide guidance, training, and technical assistance to build Community leadership staff capacity around educational support and the pulling and monitoring of Community and school-specific data.
- Collaborate within and across content areas and Communities, promoting a teamwork mentality that facilitates inter-disciplinary practice and service delivery to enhance child progress toward school readiness goals and integrated problem solving.
- Assist in collaborative professional development and trainings, including but not limited to child development, Conscious Discipline, screenings, assessment, curricula and educational procedures and protocols, for Community leadership staff, including Child Development Specialists (CDSs).
- Contribute Education Updates for Policy Council meetings and aid facilitation of Education Committee Meetings.
- Attend all staff meetings and trainings as required.

- Assist STEAM team in integrating enhancements into the comprehensive ECS curricular system.
- Represent Sunbeam in community collaborations and events as directed by supervisor.
- Promote culturally sensitive practice.
- Promote, encourage, and display examples of leadership with clients, co-workers, and community.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, Center of Excellence Director, Senior Program Officer, Chief Program Officer, or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's Degree	Bachelor's Degree in Education, Early Childhood, Special Education, or related field
Lic/Cert		CLASS Certification
Experience	Experience working in Head Start/Early Head Start Childhood Education programs	Experience using ChildPlus Experience using Teaching Strategies GOLD Experience with the Creative Curriculum
Skills Knowledge Abilities	<p>Caring and compassionate attitude when interacting with and caring for children, older adults, and families.</p> <p>Willingness to work with high-risk, low-income communities</p> <p>Accepting interpersonal approach that reflects cultural sensitivity to the unique and diverse experiences of families served.</p> <p>Excellent critical thinking, problem solving, and organizational skills</p> <p>Excellent command of English language and grammar, both verbal and written.</p> <p>Intermediate knowledge of Microsoft applications and the ability to master other software as needed.</p> <p>Working knowledge of community partners and resources.</p> <p>Able to work independently and collaboratively in a team environment.</p> <p>Exercise independent judgment.</p>	<p>Knowledge and understanding of HeadStart Performance Standards</p> <p>Knowledge and understanding of ChildPlus</p> <p>Advanced computer database and MicrosoftOffice software skills</p> <p>Bilingual Spanish/English speaking ability to interact with children, older adults, and families from multilingual households</p>

	<p>Communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.</p> <p>Able to process, protect and exercise discretion in handling confidential information and materials.</p> <p>Local travel required.</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties</p>	
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WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Occasionally must be able to move needed materials weighing up to 50 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may come into contact with childhood diseases and blood on occasion.

Vaccination:

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal,

state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name	
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Employee / Candidate Signature	
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Date:	
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