



JOB DESCRIPTION

POSITION INTRODUCTION

TITLE: Early Learning Specialist

REPORTS TO: Director of Early Learning

GENERAL: The Early Learning Specialist is responsible for assisting in the development, delivery, and evaluation of early childhood programming for children ages birth to 5. The Specialist will assist with early learning program development and delivery at the Museum and, at times, off-site as part of the mobile museum program. The Early Learning Specialist must be available either Saturday or Sunday. This position reports to the Director of Early Learning and, in their absence, the Chief Learning Officer.

CORPORATE CULTURE & HOW TO BE SUCCESSFUL

Explorations V and Florida Children's Museum values employees who **P.L.A.Y.**

PLAN

LEARN

ACHIEVE YOUR GOALS

The Museum is open 7 days a week and can feel fast paced. The ability to plan your duties effectively advances the Museum's mission and makes the employee a strong asset. As a learning institution we value employees who continue to develop professionally and personally. We value employees who seek out development opportunities and will support requests for continued education as much as possible. Finally, everyone from Board, Staff, and Volunteers should set goals as a measure of measuring success. Achievement is the goal but sometimes that isn't possible due to outside factors. When you cannot achieve your goals, what did you learn about the process and how can that educational to the entire staff.

RESPONSIBILITIES

PRIMARY DUTIES

1. DAILY PROGRAMS

- a) Deliver daily educational programs that are informal and sensory rich designed for early learners and in line with the Museum's educational philosophy and the National Association for the Education of Young Children (NAEYC)
- b) Coordinate supply orders with the Director
- c) Communicate family-home extensions in your monthly program plans
- d) Plan developmentally appropriate activities and provide intentional vocabulary opportunities during program delivery



e) Pre/Post program evaluations

2. STORYBOOK CAMP

a) Serve as the backup (substitute) teacher for the Storybook Summer Camp for 4-5-year-old students

3. OTHER LEARNING OPPORTUNITIES

- a) Under the direction of the Director or Chief Learning Officer, work with community partners to create and present additional opportunities for early learning. This can include but is not limited to prenatal education classes for parents, afternoon educational opportunities, English Language Learning classes, etc.
- b) Be a team player and assist other education coordinators in teaching a workshop or program, cleaning duties, etc.

4. GENERAL OFFICE DUTIES

- a) Serve on the schedule of cleaning duties to ensure safe and healthy learning environments for all children
- b) Create and submit purchase requests in a timely manner and within the assigned budget
- c) Work respectfully in a diverse and close working environment

All other duties as assigned.

QUALIFICATIONS

- Associate's degree or equivalent experience.
- At least 5 years early childhood education experience.
- Passion for hands-on learning & exploration.
- Ability to use Microsoft Office products including Outlook, Excel, and Word
- Valid Driver's License
- Employment contingent on passing a Level 1 background check

Print Name
Early Learning Specialist

Signature

Date