# Early Learning Program Specialist

**SALARY:** $35.35 - $41.24 Hourly  
**LOCATION:** Seattle Municipal Tower, 700 5th Ave., Seattle, Washington  
**JOB TYPE:** Classified Civil Service, Regular, Full-Time  
**SHIFT:** Day  
**DEPARTMENT:** Department of Education & Early Learning  
**BARGAINING UNIT:** PTE, Local 17 - Professionals  
**CLOSING DATE:** Continuous

## POSITION DESCRIPTION:

The City of Seattle wants every child to have the opportunity to succeed in their education. This journey starts with providing access to high-quality early education to our youngest learners. To achieve this goal, Seattle offers a variety of Early Learning programs that serve a diverse range of families with children ages birth-12. These programs include the Comprehensive Child Care Program, Early Childhood Education and Assistance Program, Step Ahead Preschool, and Seattle Preschool Program.

To ensure the success of these programs, we are looking for multiple Early Learning Program Specialists who will monitor and assess the program quality of child care and early learning programs that contract with the City of Seattle’s Department of Education & Early Learning (DEEL). In addition, you will provide technical assistance and training as needed to support programs in meeting DEEL’s program quality standards.

The department strives to embed the [City’s Race and Social Justice Initiative](#) into its education objectives and seeks staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity.

### Do you want to be part of this program? Here’s more of what you’ll be doing:

**You will monitor and assess Early Learning programs by:**
- Reviewing and analyzing program contractors’ finance and budget management, program management, staff development and organizational systems to determine overall program performance
- Conducting program visits, including observing classroom sessions and staff/child interactions, and reviewing child files and administrative documents and materials as needed
- Interpreting program quality standards, funding standards, and State licensing requirements
- Assessing administration and implementation of early learning services to ensure consistency with performance standards and contractual requirements
- Creating detailed corrective action plans to address changes necessary to meet standards and contractual outcomes
- Documenting consequences for failure to comply with action plan requirements

**You will provide recommendations and technical assistance to contractors on:**
- Changes in performance standards and contract requirements
- Changes or corrective actions to reach outcomes and program improvement goals
You will assist Early Learning and childcare providers by:

- Providing consultation and technical assistance to ensure culturally relevant and linguistically appropriate services
- Collaborating with institutional partners such as Seattle-King County Public Health, CCR, QPPD, and other related service providers to support quality programming and create a range of professional development opportunities for child care program contractors
- Preparing annual contracts and negotiating performance outcomes with provider agencies

You will support the work of your division by:

- Participating on division task forces, interview panels, and Early Learning program development teams
- Performing other related duties of a comparable level/type as assigned

QUALIFICATIONS:

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Bachelor of Arts Degree in Early Childhood Education or Education, Childhood Development, Human Development, or Teaching Credential with emphasis on Preschool through 3rd grade education
- Three years professional experience working in Early Learning (or child care/school age) program development

OR

- Associate's Degree in Early Childhood Education or Education, Childhood Development, Human Development, or Teaching Credential with emphasis on Preschool through 3rd grade education
- Four years professional experience working in Early Learning (or child care/school age) program development

OR

- Five years professional experience working in Early Learning (or child care/school age) program development

In addition to:

- A valid driver’s license
- Ability to pass a criminal background and education check

You will be prepared for this role if you possess one or more of the following:

Experience

- Extensive Early Learning Program development and/or administration, especially within publicly-funded preschool and/or child care
- Administering and/or monitoring a variety of service contracts, sub-contracts, or interagency agreements
- Researching and analyzing complex data within business systems
- Working in a fast-moving, collaborative, team-oriented environment
- Working with multicultural and multilingual providers who may serve underrepresented communities
Skills

- Demonstrated proficiency and use of email and industry standard computer software, including Microsoft Office (i.e. Excel, Word, Outlook, etc.)
- Demonstrated proficiency with program databases, including the ability to provide technical assistance and/or training to others in utilizing program databases
- Strong interpersonal and writing skills
- Ability to complete written reports that may be politically sensitive
- Fluency in more than one language

ADDITIONAL INFORMATION:

This position requires frequent city-wide travel each week, is classified as an Early Education Specialist, and is governed by a collective bargaining agreement between the City and the union, PTE Local 17 – Professional.

Please visit http://www.seattle.gov/education to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS:

To be considered for this position, you must submit your complete application, including all supplemental questions, and attach your resume and cover letter at https://www.governmentjobs.com/careers/seattle. This job will be open until filled, with the first application review taking place on Tuesday, February 18, 2020. The Seattle Department of Education & Early Learning reserves the right to make a hiring decision at any point during this posting period. This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions please contact Lindsey King at Lindsey.King@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT: https://www.governmentjobs.com/careers/seattle
Job #2020-00141
EARLY LEARNING PROGRAM SPECIALIST

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104
206-684-8088
Careers@seattle.gov

The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.