



Center on Early Learning Project Specialist

Department: **The Research Institute, Center on Early Learning**
Salary Range: **\$42,000-\$58,000 (depending upon qualifications) plus an excellent benefit package**
Recruitment #: **TRI-320**
Review Date: **Review starts upon receipt of application packet through October 23, 2015; open until filled.**

The Research Institute (TRI) at Western Oregon University is seeking a full-time, 12-month fixed term Project Specialist for the Center on Early Learning. The appointment is renewed through an annual Notice of Appointment, dependent upon satisfactory job performance, continuing project needs, and/or available funding. TRI is a unique organization whose mission is to inform and facilitate change in educational and human service systems.

The Center on Early Learning (CEL) mission is to improve the quality of care and education available to all young children and their families in order to promote optimal development and full inclusion in their family, community and society. The goal of the Center will be accomplished through: *a. Research, development and demonstration of effective practices and innovative models of care and education;* *b. Professional development, technical assistance and dissemination of effective practices and innovative models of service to practitioners in the fields of Early Childhood Education and Early Childhood Special Education;* and *c. Systems change and policy development in Early Childhood Education and Early Childhood Special Education that creates access to quality service and promotes positive outcomes for young children and families at the local, state and national level.*

CEL currently houses three initiatives that are integral to Oregon's Early Learning System: the Quality Rating and Improvement System (QRIS), Central Coordination for Child Care Resource and Referral (CCR&R) and Oregon's Early Childhood Inclusion Collaborative. The QRIS is one of five projects supported by the federal Race to the Top – Early Learning Challenge Grant Oregon received in 2012.

Last year CEL provided more than 180 hours of professional development activities to over 1400 early childhood care and education providers throughout the state. These have included 20 presentations at state and regional conferences and more than 35 CEL sponsored workshops, webinars and training sessions. This included providing technical assistance to 13 local Child Care Resource and Referral agencies serving all 36 Oregon counties. Findings related to the QRIS project have been presented at the 2014 and 2015 NAEYC Professional Development Institute, the 2014 and 2015 QRIS National Meeting and the 2014 NAEYC National Conference and Expo.

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree with course work in early childhood education or related field (such as, elementary education, special education, psychology, health, mental health or human services). Candidates with extensive documented training, education and experience (such as Step 10 on the Oregon Registry: Pathways for Professional Recognition in Childhood Care and Education), but not holding a bachelor's degree may be considered.
- Experience working in adult education, professional development, or in-service training activities
- Experience working with children and families in early childhood or early childhood special education fields
- Experience or demonstrated skills in curriculum, training material and/or publication development
- Ability to communicate and interact with a team and with partners
- Demonstration of strong oral and written communication skills
- Strong organizational skills, attention to detail, ability to manage a variety tasks

Preferred Qualifications

- Bilingual/bi-literate Spanish/English or Russian/English
- Experience and/or working knowledge of Oregon's Early Learning System including the Oregon Registry, QRIS and/or CCR&R
- Experience working with child care quality standards, accreditation or quality rating and improvement systems
- Experience consulting or providing technical assistance
- Master's or Doctorate degree in adult education, curriculum development, early childhood education special education or related field
- Graduate certificate or graduate coursework in a related field
- Acknowledged as an Oregon Registry Master Trainer
- Strong technology skills and experience using technology for distance education
- Experience in the Early Childhood AND Early Childhood Special Education fields

DUTIES AND RESPONSIBILITIES:

The Project Specialist will participate as a member of a collaborative team working on federal, state and local projects. The person in this position will assist with the implementation of existing programs in early childhood, early childhood special education and inclusion. The person will also assist with conceptualizing and developing new professional development, model development and demonstration, and systems change projects.

Responsibilities may include, but are not limited to: 1) assisting in the development of quality standards and evaluation/documentation processes for childcare programs, 2) assisting in the development/refinement of training and professional development materials, 3) providing individualized technical assistance to project participants across a variety of projects, 4) conducting one-on-one training and site visits, 5) delivering presentations/workshops at local, state, and national conferences, and 6) assisting in program management activities.

TO APPLY:

Screening and review of applications will begin upon receipt and continue until October 23, 2015. Anticipated start date is as soon as possible (with flexibility depending on successful candidate's availability).

The following is required and must be submitted before your application will be eligible for review:

- 1) A cover letter expressing your interest, qualifications for the position, and anticipated date of availability
- 2) A Western Oregon University employment application (available at www.wou.edu/prostaffapp)
- 3) A complete Vita
- 4) Three letters of reference from current employers, professors, or associates who can speak to your successful performance related to the aforementioned qualifications
- 5) Complete contact information for three additional references other than those supplying letters

This job announcement is also available to download at: <http://www.triwou.org>

Submit documents to: **Early Childhood Project Specialist #TRI-320, Attn: Cindi Mafit, The Research Institute, at Western Oregon University**, 345 N. Monmouth Avenue, Monmouth, OR 97361; or you may e-mail as an attached document to mafitc@wou.edu or fax: 503-838-8150.

**Western Oregon University is an equal opportunity employer
committed to increasing the diversity of its workforce.**