# AfterSchool Specialist

|  |  |
| --- | --- |
| **Job Title:** | AfterSchool Specialist |
|  |  |
| **Responsible To:** | Step Up to Quality Coordinator |
|  |  |
| **Purpose of Job:** | To provide coaching, technical assistance and training to all environments that serve school-aged children and youth to improve the quality of care in North Central Ohio. |
|  |  |
| **Qualifications:** | * A minimum of two (2) years experience providing direct care for school-age children and youth * BA/BS in Early Childhood Development or a related field required * Experience providing training to adult learners * Documented oral and written communication skills, time management skills, and organizational skills * Knowledge of child development with emphasis on School-age children and youth * Knowledge of or willing to learn Ohio’s child care licensing and Step Up to Quality (SUTQ) regulations * Basic computer skills * A valid driver’s license and reliable transportation is required * A non-traditional work schedule may be required * Must clear Ohio’s background check and Tuberculosis screening |
|  |  |
| **Key Areas of Responsibility:** | * Plan and implement technical assistance visits, telephone calls, and training to child care settings for the purpose of informing and working in cooperation with child care practitioners to raise the level of quality within individual settings that care for children. * Maintain accurate records to document job activities as required for state and local reporting. * Produce written reports in an accurate and timely fashion * Attend quarterly state network meetings in Columbus, Ohio * Develop relationships in the child care community and with community stakeholders to promote coordination of services * Work with 21st Century, stand-alone afterschool programs and community based programs * Collaborate with agency staff to coordinate information * Develop and maintain resources for centers and family child care home businesses |
| **Salary/Benefits:** | * **40 hours a week, some non-traditional hours may be required (evenings and weekends)** * **Pay dates are the 15th and the last day of each month.** * **Salary: $30,000 – 33,000** * **Benefits: Health & Life Insurance, Retirement, vacation and sick time** |