



## **JOB ANNOUNCEMENT**

The Parent Educational Advocacy Training Center (PEATC) is recruiting for an Early Childhood Specialist. We are seeking an experienced, creative, self-motivated individual committed to improving services for early childhood children with disabilities.

### **Position: Early Childhood Specialist**

**Main Purpose of the Job:** This is a full time position is responsible for responding to the informational needs of parents of children with disabilities and the professionals who serve them under the provisions of the US Department of Education Office of Special Education Programs. This position conducts intakes with families and professionals throughout all regions in Virginia and trains parents in their role as partners in education. The Early Childhood Specialist plans, directs, and manages the activities of the Early Childhood Education Initiative; coordinates efforts to increase the quality, quantity, and access of parenting education services in the Commonwealth of Virginia; promotes education, training, and involvement in parenting education efforts.

**Position Duties:** Through individual consultations, build relationships with families and professionals across the Commonwealth of Virginia, concentrating your efforts on Early Childhood-aged parents, students, and the professionals who serve them. Provide families and professionals with information about state and Federal Early Intervention laws, disability education provisions, provide problem-solving opportunities, and support that will help them to better meet the needs of young children with disabilities and their family members. This team member will be responsible for remaining current on state and federal disability education and disability civil rights laws, regulations, best practices and other rapidly-changing developments impacting the lives of people with disabilities. This position will also be responsible for coordinating Early Intervention trainings to ensure compliance with grant guidelines and conduct workshops and presentations for parents and professionals on topics related to Early Intervention and Special Education.

**Qualifications:** Working knowledge of current principles in early childhood education/child development; current local, state, and national laws, public policies, legislative issues, and political processes important to the concerns of parenting education programs. .Experience in working with professionals, families of children with disabilities, and individuals with disabilities. A demonstrated knowledge of the Individual's with Disabilities Education Act (IDEA) and other disability civil rights laws including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Experience in establishing and maintaining collaborative professional relationships and knowledge of child development and positive parenting techniques.

**Minimum Education or General Requirements:** Bachelor's Degree in a human service, child development or related field required. Experience may be substituted for academic preparation

**Hours:** 40 hours

**Work Location:** PEATC Office—8003 Forbes Place, Suite 310, Springfield, VA 22151 with some teleworking possible.

**Salary Range:** \$18.00/hour - \$22.00/hour + excellent benefits package

**A cover letter, resume, and list of three references are required.** [partners@peatc.org](mailto:partners@peatc.org)

**As an equal opportunity employer, PEATC believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, PEATC's employment decisions and practices will not be influenced or affected by race, color, creed, religion, national origin, ancestry, citizenship, sex, marital status, veteran status, disability, age or any other characteristic protected by law.**