



Company Overview

Miss Ruby's Kids provides our community with early literacy education and mentoring using evidence-based research, curriculum, and parental coaching to ensure all Miss Ruby's Kids enter school with an equal start. Parents/caregivers will be equipped to confidently engage in their children's education and foster a lifelong love of learning. Our core values represent our shared sense of purpose and are ingrained into the Miss Ruby's Kids culture.

Job Summary

Miss Ruby's Kids is seeking an Early Learning Specialist for the ParentChild+ program. The program utilizes a national evidence-based school readiness model that preempts the achievement gap by providing young children and their parents with learning tools and skills. Early Learning Specialists visit families twice a week, promoting parent engagement and early literacy skills through reading and play.

Due to COVID-19, the program is conducted both virtually and in-person.

Essential Functions

- Complete 16-hours of training delivered by local site Coordinator prior to beginning home visits, and other training mandated by state, locality, or agency, including child abuse and neglect training.
- Conduct twice-weekly visits with program families to demonstrate the use of educational books or toys and to monitor progress.
- Facilitate play and verbal interaction during visits, and show the parent(s) how to engage their child in positive communications, build a strong parent-child relationship, and teach the child the basic concepts s/he will need when it is time to enter kindergarten.
- Demonstrate an adequate level of literacy and observational skills necessary to write anecdotal home session records and to complete child and parent evaluations.
- Maintain confidentiality regarding program families and program staff.
- Maintain individual records on children including screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.

Education, Training and Experience

- The minimum education level is a High School Diploma.
- Has some experience working with young children or parents and/ or with community-based organizations (paid or volunteer).
- Strong interpersonal skills; client-centered philosophy of providing services and resources.

- Enjoys working independently and has a strong sense of responsibility regarding carrying out job duties without daily supervision.
- Ability to work as a team member.
- Has the ability to multitask and deal with a variety of circumstances as they occur, and shows good judgment in seeking help, when and if needed.
- Shows an interest in learning the theory, techniques, and goals of the program and has a willingness to learn on an ongoing basis.
- Has an in-depth knowledge of the community being served.
- Excellent written and verbal communication skills. Intermediate to advanced computer skills, internet and e-mail. Must have experience using various virtual meeting platforms.

Additional Requirements:

- SC Driver's License & Registration
- SC Vehicle Insurance
- Pass Background Checks
- Pass Drug Screening

Working Conditions

This position requires traveling by personal automobile to client/family homes in all weather conditions. It may also require stooping, bending, and sitting on the floor in order to interact with children on their level.

Job Type: Part-time.

Starting Pay: \$14.50 per hour

How to Apply

If you enjoy working with children, want to make a difference in your community, and desire a flexible work schedule, send your resume with the subject line "Early Learning Specialist" to family@missrubyskids.net

For more information check out our website: www.missrubyskids.net