

MISS RUBY'S KIDS

Every Child Deserves An Equal Start

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.

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

- Minimum education level is a High School Diploma.
- 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.
- 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.
- 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