



EARLY LEARNING COALITION
OF POLK COUNTY
Heart of Education

Assessment and Accountability Coordinator

This professional will serve in a lead role and work closely with the Program Manager, Program Support Coaches, and other Coalition staff. They will maintain ongoing contact with private and public-school providers and focus on the integration of a variety of educational goals, including but not limited to: curriculum, developmentally appropriate practices, child screening, child assessment, program assessment, and staff professional development. This professional will work with others to ensure that programmatic aspects of provider contracts are completed. The Assessment and Accountability Coordinator will assist with the coordination, tracking, and reporting of programmatic activities related to the position. This professional may assist with scheduling and conducting program assessments and trainings. The Assessment and Accountability Coordinator must be familiar with CLASS (Classroom Assessment Scoring System), School Readiness, VPK, and other related programs and initiatives. If needed, this individual will obtain required training and certification within a specified time. The Assessment and Accountability Coordinator will assist with tracking, monitoring, and understanding policies relevant to the work of the department. This individual must possess exceptional written and verbal communication skills, excellent organizational skills, and advanced computer skills.

This professional must be available to work a flexible schedule including occasional weekends and evenings as required. This position requires a valid Florida driver's license, availability of an automobile during work hours, and the ability to travel locally, statewide, regionally, or nationally for job-related activities and functions.

A bachelor's degree or higher in education, child development, or related field is required. Three to five years of experience in the field of early learning support is preferred.

Ability to bend, lift, and carry at least 30 pounds and be able to stand for extended periods of time.

Send resume and signed application to hr@elcpolk.org
An application can be found on the Career page at www.elcpolk.org

The Early Learning Coalition of Polk County is a Drug Free Workplace.

The Early Learning Coalition of Polk County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

March 2023