



Preschool Promise, Inc.
JOB DESCRIPTION

TITLE: Career Advisor

EFFECTIVE DATE: April 2021

FLSA CLASSIFICATION:

LOCATION: Dayton, Ohio

REPORTS TO:

GRADE LEVEL:

POSITION TYPE: Part time

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

Preschool Promise ensures that children are ready for kindergarten by equipping Preschools and families with exceptional support, coaching and education.

PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do. We believe this requires a commitment to working on racial equity as individuals and as we work together to accomplish our goals. This position is responsible for developing and implementing anti-racist policies and processes to support Black, Brown, and Hispanic teachers who want to pursue advanced education and improve wages.

SUMMARY/OBJECTIVE OF THIS POSITION

The Career Advisor will help Preschool Promise teachers (at child care and preschool programs) by providing them with guidance to make education and career choices. The goal is to help more teachers, with a focus on Black, Brown, and Hispanic teachers, to earn Child Development Associate (CDA) credentials, Associate's degrees in Early Child Education, Bachelor's degrees in early childhood, and beyond. Working with the Del Mar Workforce Pathway Fellow and the Preschool Promise team, the Career Advisor will become knowledgeable about early childhood degrees and certifications, scholarships and grants, so teachers can obtain credentials debt-free. The Career Advisor will develop and implement processes to assist teachers in enrolling in and completing higher education opportunities.

ESSENTIAL FUNCTIONS



The following duties are representative of performance expectations. A reasonable accommodation may be made to enable qualified individuals with a disability to perform essential functions:

- 1. Provide individualized, personal advice and consultation to teachers in early childhood education.**
 - a. Conduct career advisement sessions for current and future Preschool Promise teachers, assistant teachers and paraprofessionals.
 - b. Help candidates/teachers identify and consider the range of choices available to them and identify a path forward; Assist teachers to develop action plans to continue their education and career advancement.
 - c. Advise teachers on available funding sources and scholarships.
 - d. Listen to the ideas and career goals of staff/teachers.
 - e. Maintain regular contact with candidates/teachers who participate in credentialing activities to encourage and identify needs or obstacles.
 - f. Discuss with candidates/teachers how to overcome barriers they may encounter.
 - g. Maintain records as required and ensure confidentiality.
 - h. Work with the Preschool Promise team to promote the Career Advising services to reach more teachers across Montgomery County.

- 2. Build relationships with community partners – including individuals at colleges and universities, high schools, junior high schools, and career tech programs to create and improve career pathways in early childhood education.**
 - a. Build relationships with local colleges and universities to stay current on the program offerings and to suggest other possible programs to meet the needs of students.
 - b. Participate in different meetings and committees to promote awareness and opportunities to enter the early childhood field from high school.
 - c. Think creatively about how to increase exposure and build out a successful workforce pathway for candidates graduating from high school and going into early childhood teaching, as well as for teachers already in the field.

- 3. Identify obstacles and opportunities to increase the number of Black, Brown, Hispanic (BIPOC) teachers who enter and complete CDAs, Associate degrees in early childhood, and Bachelor's degrees and beyond.**
 - a. Conduct regular focus groups and interviews to understand the needs of teachers.
 - b. Identify specific ways to support BIPOC teachers as they pursue careers in early childhood education.



- 4. Create and continually update a robust online catalog of career pathway options for teachers in child care and preschool settings.**
 - a. Develop a useable resource that helps teachers understand programs and financial assistance options by working with the Preschool Promise team to develop materials and website tools to communicate information to teachers.
 - b. Research scholarship opportunities and regularly update and communicate requirements and application processes.
 - c. Research other states and communities that are strengthening the workforce pathway.
 - d. Build a stronger pathway by identifying gaps and suggesting solutions to help teachers be successful and over time, increase wages.

- 5. Contribute to the Preschool Promise staff team and support special projects as requested.**
 - a. Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
 - b. Accomplish annual goals.
 - c. Manage special projects to support the Preschool Promise mission as requested.

COMPETENCIES REQUIRED

- Excellent listening, verbal and written communication skills.
- Ability to motivate people.
- Ability to work well with and understand people from different ethnicities/racial identities and socio-economic groups.
- Non-judgmental manner.
- Excellent teamwork and interpersonal skills.
- Ability to manage multiple cases at one time.
- Experience in Microsoft Office programs (e.g. Excel, PowerPoint etc.)
- Ability to take initiative and work independently.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in education, counseling or related field
- Previous experience in counseling at the high school or higher education levels preferred

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Knowledge of the Preschool Promise Program
- Knowledge of early childhood credentialing processes
- Knowledge of the City of Dayton/Montgomery County early childhood community



WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Flexible work schedule to account for weekend and evening work commitments
- This position is part-time and hours will vary – estimated 10-20 hours a week

TRAVEL REQUIRED

- Occasional travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC. Preschool Promise, Inc. funds this position through a legal agreement with the Montgomery County ESC to lease employees to accomplish the Preschool Promise vision and mission.



Preschool Promise, Inc. receives core funding from the City of Dayton and Montgomery County through tax revenues.

To apply for this position, please email a cover letter citing the position you are interested in and why, and a resume to Robyn.Lightcap@preschoolpromise.org.