



## POSITION GUIDE

**Position Title:** LEARN Grant Liaison

**Code:**

**Department:** Early Childhood & Special Education Services (ECSES)

**Group:** NISUP, zone 14

**Reports to:** Early Childhood Supervisor

**Date:** January 2012

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### PURPOSE OF POSITION:

The Lebanon County LEARN Liaison coordinates community engagement for the Local Education and Resource Education Network (LEARN) Grant. In addition, this position supports IU 13's Early Childhood Education program by working collaboratively with child care providers to provide high quality early learning opportunities.

### ESSENTIAL FUNCTIONS:

***All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:***

- ***prompt responsiveness to inquiries***
  - ***professional and courteous verbal and nonverbal communication***
  - ***proactive problem solving***
1. Effectively administers the LEARN Grant in conformance with all state requirements as outlined in the Grant Contract, including grant expenditures, community contributions ("In-Kind" and Match Funds), and associated reporting.
  2. Serve as a resource for early childhood education to promote OCDEL programs, such as Keystone STARS, through various types of early learning events/activities which focus on quality early education programs and widespread access to early learning opportunities.
  3. Coordinate meetings of the Lebanon County LEARN Leadership Team. Facilitate planning of all initiatives undertaken through this committee and its subcommittees.
  4. Prepare and submit timely, all paperwork related to the annual continuation of the LEARN Grant. Facilitate the development and implementation of the Work Plan and evaluation, as written.
  5. Effectively communicate with and engage families of young children in Lebanon County by distributing information, providing workshops and encouraging active participation on committees.
  6. Advocate for and educate the community about childcare issues through civic involvement, public speaking, human service networking, informational fairs, articles in local publications, etc.
  7. Accurately maintain a website dedicated to local LEARN grant initiatives and produce an "Annual Report to the Community," adhering to the IU13 Publication Standards.
  8. Work with Lebanon County School Districts and child care partners to support families with a child transitioning into an early learning setting or entering kindergarten.

9. Provide support and assistance to Lebanon child care providers as they implement early learning strategies with three and four year old children.
10. Perform other duties as assigned.

**MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

**KNOWLEDGE & SKILL REQUIREMENTS:**

- Education Required:** Bachelor’s Degree in Education or Social Services field
- Certification Required:** None
- Experience Required:** Grant writing, community outreach, early childhood education
- Other Requirements:** Valid PA Driver’s License and insurance

**MISCELLANEOUS REQUIREMENTS:**

Adheres to the established work schedule through regular and consistent attendance.

**SUPERVISION OF PERSONNEL:**

N/A

**PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

- Activities:** Sit: 35%  
Walk/stand: 65%  
Driving to other locations: Regional travel required
- Lifting:** Up to 25 lbs. - Lifting of light boxes and office material (unless otherwise noted below)
- Vision:** Close concentration
- Mental Demands:** Interpret, analyze and problem solve
- Environment:** Normal office environment