



Frameworks

Job Title:	EQ Specialist, Early Childhood Education
Department:	Programming
Supervisor:	Managing Director, Programs
FLSA Status (Exempt or Non-exempt):	Exempt
Job Description Updated	October 2, 2024

About Frameworks

Frameworks of Tampa Bay is the leading nonprofit dedicated to equipping all children in our community with the knowledge and know-how to become kind, collaborative and capable citizens. With the complex challenges kids face today, we provide positive and personalized learning experiences that develop their emotional intelligence — the critical skills necessary to navigate any emotion, conversation or situation, no matter how difficult.

From preschool through high school, Frameworks partners with trusted adults to model and teach emotional intelligence to children of all ages and prepares teens to practice it through real-world leadership experiences. Our customized coaching, workshops and strategies are proven to help kids do better in school, graduate on time, respond to setbacks with resilience, excel in the workplace, and experience a stronger sense of belonging and mental well-being.

Together with families, teachers, mentors, and youth-serving organizations, we will achieve a vibrant community where every person succeeds personally, academically and professionally because emotional intelligence is practiced everywhere we live and learn.

Job Summary

The EQ Specialist is responsible for providing workshops and tailored one-to-one and small group support to educators, youth services professionals, mentors, and parents/guardians that is designed to improve their own EQ while empowering them with the knowledge and skills to foster it in the children and youth in their care. The EQ Specialist is also responsible for providing, as requested, direct services to students that supports their emotional health and intelligence; enhances their ability to set and achieve personal, professional and academic goals; and promotes resilience in the face of challenges and setbacks. Each EQ Specialist is assigned a portfolio of partner schools and/or organizations, and it is their responsibility to be a trusted EQ expert to each one, developing and delivering a scope of services that is tailored to their strengths and needs, responsive to their communities, and effective in growing their commitment to and adoption of strategies that foster emotional intelligence in adults and children.



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Key Responsibilities

- Work closely with schools and partner agencies to establish meaningful relationships and a positive culture
- Design and facilitate engaging and impactful adult learning experiences on how and why to develop emotional intelligence awareness, mindsets and habits in children and adults of all ages
- Understand Frameworks' current content catalog and develop adequate background knowledge on each topic to address questions, suggest developmentally appropriate strategies, and help adults tailor the content to their settings
- Understand each partner's scope of work and how to bring it alive for them in a meaningful and impactful way
- Schedule and coordinate logistics for all partner deliverables
- Maintain detailed records of all services delivered
- Support the administration, collection and analysis of partner data to understand impact, improve implementation, and ensure continuous improvement
- Provide planned, routine partner visits to understand implementation successes and challenges and provide tailored support
- As included in the scope of work, provide developmentally appropriate EQ workshops and direct programming for students
- Conduct end of year visits with each partner to review progress, celebrate successes and identify renewal goals
- Stay up to date on research and best practices in emotional intelligence and use that knowledge to enhance current and develop new content as needed
- In partnership with Managing Director, Grants and Partnerships, cultivate relationships with potential early learning and education partners.
- Ensure ECE content, programming and collateral materials to align with best practices in supporting social and emotional development in early learners and are appropriate for educational, community and home settings
- Continue to advance working knowledge of adult learning theory, workshop facilitation and coaching techniques
- Support all Frameworks staff, programs, projects, and events as needed in a positive and respectful manner
- Always maintain professionalism, positively communicate the Frameworks mission and be an advocate for our vision of a vibrant community where everyone succeeds personally academically, and professionally because emotional intelligence is practiced everywhere we live and learn.
- Participate in Frameworks fundraising and advocacy events
- All other duties as required



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Knowledge, Skills, and Abilities

- Strong understanding of child development and early childhood education principles
- Knowledge of research and best practices in developmentally appropriate strategies for supporting emotional intelligence in young children, with emphasis on creating nurturing, stimulating and safe interactions and environments applicable in and beyond the classroom
- Ability to plan, develop and coach or support others in implementing age-appropriate activities that align with developmental needs of children under five years of age
- Creating adult workshops for early childhood caregivers (center-based and family child care home based programs) and parents/guardians on why emotional intelligence is essential to kindergarten readiness – as well as long term academic, personal and professional success - and how to implement daily practices and habits of mind that support it in children
- Familiarity with Tampa Bay area early childhood ecosystem (schools, centers, advocacy and funding groups), state regulations and licensure requirements
- Expertise in and passion for potential of emotional intelligence to improve learning, lives and entire communities
- Outstanding written skills with ability to organize material so that others can easily understand and learn from it
- Excellent communication and public speaking skills
- Ability to work independently, meet deadlines and take the initiative in solving unique problems
- Ability and willingness to be a highly collaborative and supportive team member
- Passionate dedication to staying curious about how to provide engaging and impactful programming and services that reach more people every year
- Efficient time management and prioritization
- Proficient in Microsoft suite and Canva

Qualifications

- Minimum, associate's degree in early childhood education or related field
- Minimum bachelor's degree in education, training, psychology, social work, public or mental health administration/mgmt., or other related experience.
- Minimum two years' experience designing and/or delivering workshops to adults who work with children and youth or parents/guardians
- State certification or licensure in Early Childhood Education highly preferred