



Mixed Delivery Specialist

DATE:	September 2025	FLSA:	EXEMPT
REPORTS TO:	Early Childhood Access Manager	FTE:	1.0 FULL TIME
DEPARTMENT:	Early Childhood Systems	SALARY RANGE:	\$48-\$60,000 (Hiring Range \$48K to \$52K)
		BENEFITS:	Paid Sick & Annual Leave 12 Paid Holidays + 1 for other Health Insurance (50%) Simple IRA (3% match) Group Life Insurance Access to Vision & Dental Insurance

BACKGROUND & JOB SUMMARY

About FirstSpark (FS): The lead agency for early childhood systems coordination in the region since 2005, designated as Ready Region Chesapeake Bay (RRCB) by the Virginia Early Childhood Foundation (VECF) and Virginia Department of Education (VDOE) in 2022. Core programs include Virginia Quality Birth to Five (VQB5), Mixed Delivery (MD) and the Prenatal Resource Program. FS is an expert in early childhood, serves as a navigator for educators and families, and convenes partners across sectors to work collectively so that all children are ready to succeed in school, work, and life. RRCB is comprised of 16 counties/cities on the Greater Peninsula and Northern Neck and is focused on building relationships, increasing access, strengthening quality, and engaging families in this region.

About Mixed Delivery (MD): The program grant provides public funds to serve children in private, community-based settings and is designed to meet the needs and preferences of families to effectively address the growing demand of publicly funded early childhood care and education in non-school-based settings. The program also seeks to create an integrated business finance model at participating sites to maximize use of funds toward strategies that continue to raise the level of quality care and education. FS administers MD in RRCB's geographic service area.

About the Position: The MD Specialist coordinates the implementation of Virginia's Ready Region Mixed Delivery program grant for FS. The Specialist provides support and resources for early childhood providers (child care centers, family day homes, and preschool programs) participating in MD. The Specialist ensures early childhood sites selected for MD participation meet program requirements and coordinates the enrollment and verification process of eligible children/parents for program participation at participating sites. The Specialist provides ongoing monitoring and support to ensure site compliance.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

Works with FS, VDOE and VECF alongside participating sites in the development, implementation, evaluation, and timely reporting for all required activities and outcomes of the Mixed Delivery (MD) grant in the following areas:

- I. Program Management – Manages full implementation of MD collecting data and using it and other resources to achieve quality programming and effective partnerships with participating programs; evaluates program's activities. Maintains current knowledge of and is responsible for disseminating information related to content areas. Works with FS EC Access Manager (ECAM) to plan and manage program deliverables. Updates and develops policies and procedures and provides guidance toward implementation and compliance. Establishes new and strengthens existing partnerships to further opportunities for improving quality and creating access. Participates in structured technical assistance (TA) and works toward continuous improvement across all responsibilities. Oversees child eligibility process to ensure compliance with MD Program Guidelines.
- II. Policy Implementation – Interprets and implements program policies and procedures that meet program goals and comply with the MD grant requirements. Interfaces with regional and state partners to support the program. Attends state and local meetings focused on RRCB and MD. Accesses community resources to support attainment of program goals. Collaborates

with local education and human service agencies to plan and advocate for changes in state and local policies.

- III. Communication – Effectively and clearly communicates the MD grant information to educators/administrators and community groups. Facilitates meetings and shares outcomes with ECAM and other FS staff. Provides MD Program expertise to various groups and prepares written reports, as requested. Develops forms and implements policies and procedures to support program systems.
- IV. Staff Support and Community Development – Collaborates with FS staff to implement access strategies like coordinated enrollment and family engagement. Provides technical assistance to staff at participating sites on data systems and interprets data trends to assess long-term impact. May lead trainings on early childhood education or sustainable child care business models. Manages priorities and deadlines with community partners, serves as a subject matter expert on committees, and presents program updates to various audiences. Contributes to special projects and other duties aligned with the organization's mission and departmental goals.

QUALIFICATIONS AND COMPETENCIES

1. Bachelor's degree from an accredited institution in a child-related field (early childhood education, early intervention, educational psychology, developmental psychology, or related field) **AND** 1 year experience working in an early care and education program or public or private school.
2. Preferred knowledge of early childhood classroom best practice (ELDS, state approved curricula), including Virginia Kindergarten Readiness Program (VKRP), Virginia Language and Literacy Screening System (VALLS) **AND** Classroom Assessment Scoring System (CLASS).
3. Familiarity with Virginia's subsidy guidelines and other enrollment standards necessary for compliance.
4. Collegial nature and collaborative style when working in team settings internally and externally.
5. Takes initiative to forge or deepen relationships with providers and maintains a friendly interface.
6. Demonstrated effectiveness in working with partners in diverse and complex networks to reach common goals.
7. Natural and confident ability to explore and identify mutually beneficial solutions with staff and community partners.
8. Communicates effectively – verbally and in writing.
9. Manages time well, especially when there are multiple tasks to track; meets all deadlines and deliverables for the grant.
10. Proficient in use of technology (Microsoft 365, required project management and communications platforms) and high capacity for using new technology.

TRAVEL: Specialist must be able to provide their own transportation in the Ready Region Chesapeake Bay (RRCB) area and across the state for meetings and trainings. Specialist is responsible for completing FS mileage form and submitting monthly for reimbursement at the federal mileage rate. Any out of state training must receive prior approval.

WORK ENVIRONMENT: Specialist may work in the FirstSpark office, remotely from home, or on-site at early childhood Mixed Delivery sites.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

EEO STATEMENT: FirstSpark provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

ACKNOWLEDGEMENT: Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

Supervisor Signature

Date