

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Early Learning Specialist

BASIC FUNCTION:

Under general supervision of the Director of Special Education and in collaboration with the School Readiness Nurse, the Early Learning Specialist will provide services and support in the areas of parent education, staff training, program and service support, case management including data entry, outreach to community Early Childhood programs, resources, and referrals and in the assessment and screening of children ages 0-5.

ESSENTIAL DUTIES

- Provide and coordinate parent education workshops on topics relevant to school readiness, including Kindergarten readiness, community resources or child development, for families with children from birth to age 5.
- Provide and coordinate staff training for District teachers and paraprofessionals on topics relevant to early childhood care, education and school readiness.
- Provide and coordinate trainings for early education providers per work plan
- Serve as a liaison between LBUSD, Private Schools and caregivers of community at large and Commission.
- Assist in conducting developmentally appropriate child screening tools to assess school readiness and provide referrals and follow-up services when appropriate.
- Assist in developing and maintaining a process for referrals, screening and follow-up of identified students and families to the school district, local Family Resource Center and other community agencies.
- Collect logs, program data, evaluation surveys for evaluation, and grant reporting purposes.
- Consult and collaborate with School Readiness team members including School Readiness Nurse, outside agencies and other grantees to ensure efficient service linkage.
- Assist with writing funding/leveraging applications when appropriate. Complete surveys as required by the Commission.
- Assist in development of case management strategies to assist in coordinate, seamless service delivery for high-risk birth to 5 children and families.
- Support ongoing opportunities for Orange County Health Care Agency staff to meet and share information in support of high-risk birth to 5 children and families.
- Demonstrate specialized knowledge of the needs of high-risk birth to 5 children and families.
- Maintain a list of appropriate community resources to supplement programs.
- Attend monthly School Readiness meetings and participate in monthly supplemental Work Group meetings.
- Participate in professional activities, conferences, Commission community forums and workshops, and research to keep abreast of trends and best practices relative to children aged 0-5.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Early childhood education
- Child development with a focus on ages 0-5
- Effective teaching and training strategies
- Strong oral communication/presentation skills
- Positive parenting approaches and behavior management strategies
- Case management skills and strategies
- Working within school system structure

- Collaboration strategies with outside resources and agencies
- Needs of high-risk children and families
- Effective communication strategies including written and verbal formats
- Excell, Powerpoint and Publisher applications

Ability to:

- Plan, organize, and implement long-range projects.
- Collaborate with interdisciplinary teams.
- Communicate and work effectively with administrative, instructional and operating personnel.
- Operate computer and appropriate software.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Appreciate human diversity.
- Establish and maintain cooperative working relationships with children and adults.
- Work effectively with minimal supervision.
- Perform a variety of complex and difficult assigned duties.

MINIMUM QUALIFICATIONS

Experience/Education:

Equivalent to the completion of the twelfth grade, direct experience in working with children, ages birth to 5 and /or their families. 12 ECE units required Preferred AA Degree

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS

Environment:

- Indoor office and/or classroom environment.
- Moderate noise level.
- Frequent interruptions.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

- Ability to frequently lift and move items weighing up to 15 pounds.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.