

Early Education Support Provider

Purpose Statement

The job of Early Education Support Provider is done for the purpose/s of delivering professional development for preschool programs and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Collaborates with appropriate Preschool staffs participating in a quality and improvement system (e.g. individual professional development for goals in meeting their caseload, ESL, Head Start, etc.) for the purpose of implementing professional development program activities that address identified training needs.
- Coordinates with preschool staffs, agency director, area manager, site supervisor and lead teacher for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services to improve quality in early education.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors professional development services (e.g. consultants course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, grant, and district objectives and high quality learning.
- Plans, participates, and facilitates meetings, workshops, trainings, and seminars (e.g. based on early learning and development, inclusion, family engagement and kindergarten transition, data trends, and program needs, EES and EESPs, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials and training (e.g. Early Education Environment and Curriculum topics, etc.) for the purpose of providing materials, and/or conveying information from the California Learning Foundation, the California Early Learning & Development System official documents, and other available resources.
- Processes documents and materials (e.g. electronic program and data management systems, implementation of session-level quality criteria, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Supports preschool instructional staff (e.g. language, literacy and early math skills development, daily entry into program data-management system, formative assessment in DRDP, CLASS and ASQ-3, etc.) for the purpose of implementing theory and research-based interventions for academic achievement.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; applying curriculum and instructional techniques; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; and conflict resolution.; keyboarding; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates

Driver's License & Evidence of
Insurability

Child Development Permit – Teacher level
or above

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

Proof of required immunizations, including Measles and Pertussis vaccinations

FLSA Status: Exempt

Salary Range: Certificated Management Grade 25

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