

JOB DESCRIPTION
San Diego County Office of Education

Early Education Specialist

Purpose Statement

The job of Early Education Specialist is done for the purpose/s of coordinating an assigned program (i.e., Early Childhood Education) and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, site supervisors, area managers, agency directors, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. subcontractor, staff, etc.) for the purpose of meeting Districts and/or grant/program guidelines.
- 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 fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Plans, participates, facilitates meetings, workshops, trainings, and seminars (e.g. early education topics, group settings, etc.) for the purpose of conveying and/or gathering information required to perform functions and using materials from California Preschool Learning Foundations California Early Learning & Development System documents or other available resources.
- Prepares a variety of program-mandated reports (e.g. social-emotional development, behavioral skills, math skills development, language/literacy, special needs and Dual Language Learners, etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Supervises and evaluates the work of Early Education Support Providers and other designated staff for the purpose of ensuring implementation of grants/programs focused on the quality rating and improvement system.
- Supports classroom programs, data collection activities, PD strategies (e.g. early learning and development, inclusion, family engagement and kindergarten transition, etc.) for the purpose of ensuring an early learning environment is focused on student 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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily

perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying curriculum and instructional techniques; classifying data and/or information; comparing results; 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: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; age appropriate activities; business telephone etiquette; knowledge of community resources; office application software; 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 consider a number of factors when using 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 significant diversity of individuals and/or groups; work with data of varied types and/or purposes; 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: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact 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 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates

Driver's License & Evidence of Insurability

Child Development Permit: Site Supervisor/Program Director or

Multiple Subject Teaching Credential and Administrative Services Credential

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 35

SLT Approval Date: October 11, 2016