

JOB DESCRIPTION
San Diego County Office of Education

PRESCHOOL SPECIALIST

Purpose Statement

Under the direction of the Early Education Executive Director, the Preschool Specialist will oversee the preschool services of the State Preschool (CSPP) and the Child Development (CCTR) Programs.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for ones actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Coordinates all implementation and /or supports and supervises the implementation by a sub-contracted LEA or community-base agency of the following components, in alignment to California Department of Education regulations and Funding Terms and conditions for the CSPP and CCTR programs:
 - Learning and instructional services
 - Family engagement and parent education services
 - Staff Professional Development activities, aligned to the annual Program Self-Evaluation and Action Plan submitted to CDE
 - Communicates with parents/guardians regarding the growth, development and adjustment of their children
 - Organizes and provides parent educational services to support the education of their children and to fulfill their advisory function to the district, region and state
- Implements and monitors the State Preschool and CCTR contract with subcontractors and with the Early Learning and Care Division of the California Department of Education (CDE) and California Department of Social Services, Child Care and Development Division.
- Monitors the program component of the State Preschool and CCTR Programs relevant to Title 5 and Title 22 regulations.

- Monitors the State Preschool and CCTR Program budgets with subcontractors and with CDE and as appropriate, develops and manages program budget for SDCOE operated programs.
- Develops and monitors subcontractors' procedures for the State Preschool and CCTR Programs regarding safety, discipline, and conduct of pupils and staff.
- Responsible for student recruitment and enrollment of infant/toddler and preschool-age students in the State Preschool and CCTR Programs to maximize each program-type funding/revenue.
- Maintains and insures all records and documents required by the CDE are submitted in a timely manner.
- Collaborates and coordinates with community agencies to acquire services for students and their families; in conjunction with district, regional and community agencies designs, implements and evaluates innovative approaches to serving students.
- Provides technical assistance and support to program directors of CSPP and CCTR programs at sub-contracted agencies in the implementation and submission of all required data, reports, and program components.
- Models effective techniques for the delivery of administrative support to site staff (teachers and classified staff) in the design and delivery of developmentally appropriate learning opportunities.
- Consults with subcontractor site administrators regarding teachers observational assessments (DRDP) and ongoing alignment developmental of instructional strategies, staff development opportunities and instructional materials based on CDE-Early Education key documents.
- Supervises, evaluates, and schedules the work of subcontractors and as applicable, of SDCOE assigned staff.
- Supports subcontractors and directly provided programs participation in the local Quality Rating and Improvement System (QRIS).
- Attends a variety of inservices and team meetings.

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: Knowledge and Abilities

KNOWLEDGE of:

Planning, organization and direction of procedural guidelines and Child Development Center Programs;
State rules and regulations related to children's center operations;
Budgeting practices and procedures;
Core and supplemental instructional programs and practices;
Conflict resolution and problem-solving strategies and techniques;
Hiring and staff supervision procedures;
Sub-contracting procedures and contract monitoring;
Quality Rating and Improvement System (QRIS) and related activities for programs.

ABILITY to:

Negotiate and monitor contracted services and activities;
Organize and manage staff and various tasks and activities under own initiative;
Utilize effective communication and interpersonal skills;
Develop and deliver presentations to a variety of audiences;
Analyze data and prepare required reports;
Attend evening meetings and work a flexible schedule in order to meet the need of the students.

Working Environment:

ENVIRONMENT:

Duties are typically performed in a day preschool/office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of teaching experience in Early Childhood Education and three (3) years of direct management experience in a state-funded program, and

Education: A Bachelor's degree in Early Childhood Education or related field including 12 core semester units in Child Development with 3 units related to infant care ; or

Equivalency: Any combination of education and experience equivalent to a bachelors degree in Early Childhood Education or related field including 12 core semester units in Child Development with 3 units related to infant care and five (5) years of experience in Early Childhood Education and three (3) years of direct management experience in a state-funded program.

Required Testing
N/A

Certificates, Licenses, Credentials
Valid CA Site Supervisor or Child Development
Program Director Permit issued by the California
Commission on Teacher Credentialing

Valid CA Driver's License

Continuing Educ. / Training
N/A

Clearances
Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance
Immunizations for Measles and Pertussis vaccinations

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 038

Date: March 2020



Approved by: _____
Dr. Olivier Wong Ah Sun, assistant superintendent
Human Resources

Revised: March 2021