



SAN DIEGO COUNTY OFFICE OF EDUCATION
Certificated Management

CLASS TITLE: PROGRAM SPECIALIST, EARLY EDUCATION

DEFINITION:

Under administrative direction within the Early Education Programs and Services, the Program Specialist will implement activities to successfully manage grants and programs related to State Preschool, TQRIS, and CDE-funded projects and to assist schools and districts to improve educational opportunities for students in Early Education Programs in providing staff development, technical assistance, and information and learning resources.

ESSENTIAL FUNCTION STATEMENTS:

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Coordinate, plan, design, develop, and implement Professional Development activities in collaboration with CDE – Early Education and Support Division and San Diego County Early Education Community Partners, including workshops, trainings and presentations for teachers, administrators, boards, business representatives, and other agencies

Provide coordination, collaboration, consultation and program development as appropriate to support assigned programs, including planning, implementation and evaluation of local- and state-level grants and programs

Facilitate community meetings as necessary to support EEU programs and community collaboration

Collect, provide, and analyze data and budget reports as required for CDE- and grant-funded programs, grants, and projects

Recommend and assist in the implementation of program goals and objectives; establish schedules and methods for providing program services; implement assigned program policies and procedures

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within the program; prepare work schedules for appropriate staff.

Select, negotiate, and coordinate sub-contractors to assigned programs/grants

Provide consultation and information to departmental staff, teacher groups, and community groups affiliated with Early Education; represent the Unit with Community Groups or at conferences

Attend conferences and departmental meetings as necessary

Maintain records and timelines pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties as required by program(s) funder(s)

Provide leadership and coordination in curriculum, instructional, educational and community resources

Establish and maintain clear communication and cooperative working relationships with clients, staff, and other agencies, regional and state administrators through announcements, correspondence, newsletter, publications, telephone communication, and attendance at meetings

Serve as a supportive and knowledgeable resource on trends in emerging technologies and equipment changes to county office staff, district, and school site personnel

Participate in the acquisition of grants and other sources of funding for programs and projects

Demonstrate attendance sufficient to complete the duties of the position as required

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned

CREDENTIALS, CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California Administrative Services Credential or California Child Development Program Director Permit

EDUCATION AND EXPERIENCE:

A Master's degree in early education or related field required

At least five years of increasingly responsible experience in an educational setting including administrative and supervisory responsibilities in early education programs. Experience working with young children ages birth to five and/or experience working with a variety of early education & services agencies is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Basic operations, services, and requirements of CDE-funded Early Education grants/programs

Pertinent federal, state, and local laws, codes, and safety regulations

Recent developments, literature, and information related to Early Education

California Preschool Learning Foundations, the California Curriculum frameworks, and subsidized Early Education programs/resources in California

Modern principles and practices of technology-based program development, management, and implementation

Basic record-keeping techniques of budget preparation, grant-funded programs, and control with multi-programs and sponsors

Network of community-based organizations, educational agencies, and other organizations related to Early Education

Principles, practices, methods, and strategies in integrating technology into the general curriculum

Principles of supervision, training, and performance evaluation of staff

Ability to:

- Effectively interpret pertinent State Education and Administrative codes, policies, and procedures into practical application
- Demonstrate and integrate benefits of technology in education to diverse individuals and groups
- Organize and conduct various trainings and staff development activities
- Plan and coordinate projects, conferences, and events
- Organize and prioritize work in an effective and timely manner
- Document reporting procedures in evaluating programs and services
- Develop and administer departmental policies
- Train staff in use of new policies
- Coordinate and establish a complex work plan with multiple varied programs
- Resolve conflicts and problems related to the program
- Develop and make presentations to the community
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including parents, teachers, administrators, sponsors, vendors, community members and committees/boards
- Make sound decisions based on observations and situational analyses
- Operation of office computer and assigned software.
- Train, supervise, and evaluate assigned staff

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT: Travel to school districts, other County Office locations, and external agencies is a part of this assignment.

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; speak clearly and distinctly to provide information; bending at the waist, kneeling or crouching to assist students; hearing and speaking to exchange information and make presentations; seeing to read, prepare and review a variety of activities, and to monitor student activities; hear and understand voice over telephone and in person; move and transport materials weighting up to 20 pounds

Established	Revised	FLSA Status	Job Code	Salary Range
10/2015;	2016	Exempt		M40

Approved: 

Date: 10/1/2015