

JOB DESCRIPTION
San Diego County Office of Education

Senior Program Specialist, Early Education

Purpose Statement

The job of Senior Program Specialist, Early Education is responsible for facilitating and coordinating early education assigned programs and related activities; managing grants, programs and CDE-funded projects, and to assist schools, community-based early care and education agencies, and districts to improve educational and early learning opportunities for students in Early Care and Education Programs; providing information to others; and maintaining services within established guidelines and standards.

Essential Functions

- Coordinates, collaborates, and consults with SDCOE and district staff as appropriate to support assigned Early Education programs, including assisting with the planning, implementation and evaluation of local- and state-level grants and programs.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of developing interagency agreements and implementing and maintaining services and/or programs.
- Establishes teams of professionals and volunteers (paid and non-paid) for the purpose of meeting the ongoing staffing needs of the program.
- Coordinates and monitors assigned grant projects to ensure compliance with the terms of the grant, including funding and reporting requirements; develops procedures for implementation of program policies and to facilitate effective administration of assigned grants.
- Designs, develops, and delivers Professional Development and Technical Assistance activities in collaboration with the California Department of Education, 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.
- Attends a variety of meetings, workshops, and legal conferences to support Early Education Programs and collaborate with community partners.
- Monitors expenditures and accounting transactions involving program funds, and reviews and approves financial transactions relating to Early Education grants and services, including invoices, vendor payments, billing, etc., for the purpose of complying with grant requirements and local, state, and federal regulations.
- Maintains a variety of manual and electronic files and/or records (e.g. process materials, observation notes, committee meeting notes, articulation notes, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Plans, coordinates, and facilitates a variety of meetings for the purpose of establishing and maintaining networks, completing special projects, coordinating services and solving system-wide problems.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs personnel administrative functions (e.g. supervising, evaluating, etc.) for the purpose of managing certificated and classified staff, maintaining adequate staffing needs, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Processes and analyzes compliance and service data from a variety of sources for the purpose of supporting and assisting SDCOE and districts in monitoring compliance with state and federal laws.
- Researches, plans and develops, training and support materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of providing a variety of presentation mediums for in-service trainings for teachers, administrators, funders, and community groups.
- Researches, writes and presents grant information for the purpose of securing alternative funding.
- Submits proposals for the purpose of obtaining state and federal funds for innovative grant and research projects.

Other Functions

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

Job Requirements:

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; assisting in oversight of financial procedures; administering personnel processes and procedures; conducting meetings; and preparing and maintaining accurate records.

KNOWLEDGE is required of operations, services, and requirements of CDE-funded Early Education grants/programs; pertinent federal, state, and local laws, codes, and safety regulations to Early Education; California Preschool Learning Foundations, the California Curriculum frameworks, and subsidized Early Education programs/resources in California; behavior patterns of children ages 0-5; pertinent codes, policies, regulations and/or laws; stages of child development; behavior interventions, curricular standards, instructional practices and techniques; and evaluation assessments for students with disabilities.

ABILITY is required 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; flexibility is required to independently work with others in a wide variety of circumstances; 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 decisions based on observations and situational analyses; train, supervise, and evaluate assigned staff. 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job requires driving to school sites in San Diego County. This job is performed in a generally clean and healthy environment.

Education and Experience

Experience: Five (5) years of administrative-level experience in early education programs, providing services to infants, toddlers, inclusive of staff supervision and program/budgetary management responsibilities.

Education: A master's degree in early education, education, educational administration, or closely related field.

Equivalency: A combination of education and experience equivalent to a master's degree in early education, education, educational administration, or closely related field, and five (5) years of administrative-level experience in early education programs, providing services to infants, toddlers, inclusive of staff supervision and program/budgetary management responsibilities.

Required Testing

N/A

Certificates

Valid CA Child Development Permit – Program Director level only, OR
Valid CA Administrative Services Credential

Continuing Educ./Training


N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance
Drug Test

FLSA Status: Exempt
Salary Grade: Certificated Management, Grade 043
Contract Days: 224

Established: 09/2019
Revised: N/A

Approved by: 

Dr. Olivier Wong Ah Sun
Assistant Superintendent, Human Resources