

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EARLY CHILDHOOD COMMUNITY LIAISON, Grade 50

DEFINITION: Under direct supervision provides early learning and care stakeholders and parents/guardians with supports and resources and maintains professional connections within the early education community throughout San Diego County.

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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Plans and conducts workshop sessions for early learning and care providers and parents/guardians throughout San Diego County.

Plans and organizes meetings and workshops by setting dates, confirming workshop sessions, coordinating participation, and preparing and distributing materials.

Maintains program-related records and tracking systems, including attendance, reporting, and participation records.

Attends and participates in training, professional development, and meetings as requested.

Assembles, compiles and distributes information pertinent to early learning and care providers such as community resource information, programs or legislation as requested.

Conducts outreach and maintains professional relationships with local community colleges, universities, and other community partners in support of early learning and care providers and parents.

Supports early learning and care providers in the development of professional development and/or education plans by referring them to the appropriate resources.

Develops, maintains, and completes reports based on grant, contractual, or mandated requirements, as needed.

Supports early learning and care providers in the provision of parent engagement and education activities at early learning and care sites.

NON-ESSENTIAL FUNCTIONS:

Performs other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Bilingual proficiency (English/Spanish) is required.

EDUCATION AND EXPERIENCE:

A combination of education and experience, which clearly demonstrates possession of the knowledge, and abilities, detailed below. Experience must include a minimum of two years working in an early education setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child growth and development

Parent/guardian/care-giver role in child development

Training methods and techniques

Adult learning principles

ABILITY TO:

Schedule, multi-task, and be self-directed in order to meet various schedules and deadlines

Establish and maintain effective working relationships with adults and children of varying backgrounds

Plan, organize, and conduct trainings and presentations

Connect and engage with adult learners

Understand and carry out oral and written instructions; prepare reports as required

Communicate effectively orally and in writing, using good grammar

Organize and prioritize work to meet daily, weekly and monthly deadlines

Establish and maintain rapport with those contacted in the course of work

Establish and maintain effective working relationships with childcare providers, school administrators, school district personnel, parents, County Office staff and other agencies involved in early care and education

Work effectively with individuals from various ethnic and cultural groups

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

Complete routine tasks thoroughly, accurately and with attention to detail

Utilize a computer and associated software for word processing and recordkeeping

WORKING CONDITIONS & PHYSICAL ABILITIES:

Environment

Incumbent will be required to work flexible hours within a 40 hour work week in order to accommodate evening workshops. Position requires the ability to travel from SDCOE to various locations throughout the county.

Physical Abilities

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a

computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; sufficient strength to lift, more, and/or carry various items up to 25 lbs.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
10/2013	10/13/2013	10/2020	Non-Exempt	Classified Support Grade 50