

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Early Learning Program Specialist

BASIC FUNCTION: Under general supervision of the Director of Special Education, the Early Learning Program Specialist will provide services and support in the areas of parent education, staff training, program and service support, case management including data entry, outreach to community Early Childhood programs, resources, and referrals in the assessment of children ages 0-5.

ESSENTIAL DUTIES

- Support the Director of Special Education to execute the assigned duties and guidelines set by the First 5 Orange County Commission for Children and Families.
- Collaborate with the District Special Education Director on the development of the District Early Childhood Accountability Plan (ECAP) that will be updated quarterly and summarized annually.
- Lead Early Learning Community Task Force including activities agreed upon.
- Document and monitor the outcomes of annual measurable goals related to early childhood programs over the multi-year agreement to support the goals outlined in the First 5 OC's Strategic Plan.
- Coordinate the administration of the Early Development Index (EDI) at all schools that have a kindergarten population.
- Utilize preschool program data collected from incoming TK and kindergarten registration to create opportunities for outreach, strategic programming.
- Create small group parent engagement opportunities by leveraging community assets to accomplish the following: present EDI data; educate on quality early learning experiences; school readiness, provide comprehensive health and development information; and share wellness and family resilience resources for families with children ages birth to age 5.
- Provide and coordinate staff training for District teachers and paraprofessionals on topics relevant to early childhood care, education, and school readiness.
- Coordinate training opportunities for early education providers.
- Serve as a liaison between LBUSD, private schools, and caregivers of community at large and Commission.
- Assist in conducting developmentally appropriate child screening tools to assess school readiness and provide referrals and follow-up services when appropriate.

- Organize and maintain a process for referrals, screening, and follow-up of identified students and families to the school district, local Family Resource Center and other community agencies.
- Link targeted children and families to quality early learning opportunities, health promotion resources, and family support services as well as linking these providers to each other.
- Track and case manage service delivery for high-risk birth to 5 children and families including assisting in the transition to District programming.
- Collect logs, program data, evaluation surveys for evaluation, and grant reporting purposes.
- Consult and collaborate with the Director of Special Education, School Psychologist, Speech and Language Pathologist, School Readiness Nurse, Learning Link Teacher, TK/Kindergarten District staff, First 5 Commission Consultants, and outside agencies and to ensure efficient service linkage.
- Schedule and facilitate monthly School Readiness meetings as well as workgroup meetings specified in the action plan.
- Participate in professional activities, conferences, community forums, workshops, and research to keep abreast of trends and best practices relative to children aged 0-5.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Early childhood education
- Child development with a focus on ages 0-5
- Specialized knowledge of the needs of high-risk birth to 5 children and families.
- Effective teaching and training strategies
- Strong oral communication/presentation skills
- Positive parenting approaches and behavior management strategies
- Case management skills and strategies
- Working within the school system structure
- Collaboration strategies with outside resources and agencies
- Needs of high-risk children and families
- Effective communication strategies including written and verbal formats
- Google Applications

Ability to:

- Plan, organize and implement long-range projects.
- Collaborate with interdisciplinary teams.

- Communicate and work effectively with administrative, instructional, and operating personnel.
- Operate computers and appropriate software.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Appreciate human diversity.
- Establish and maintain cooperative working relationships with children and adults.
- Work effectively with minimal supervision.
- Perform a variety of complex and difficult assigned duties.

MINIMUM QUALIFICATIONS Experience/Education:

Bachelor's Degree in child development or psychology, direct experience in working with children, ages birth to 5, and/or their families.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS Environment:

- Indoor office and/or classroom environment.
- Moderate noise level.
- Frequent interruptions.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.

- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 15 pounds.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate an office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions, and limitations of assigned duties.