



Certificated

JOB DESCRIPTION

PROGRAM SPECIALIST, EARLY EDUCATION INCLUSION

Basic Function

The Early Education Inclusion Specialist will provide countywide coaching, professional development and technical assistance to special and general education staff and agencies to enhance the inclusion practices which in turn will build on the early learning and development of young children.

Supervision

Directly responsible to the Administrator, Early Care and Education.

Representative Duties

- Provide coaching and technical assistance to special and general education staff to support ongoing inclusion of special education children in general education settings.
- Visiting classrooms to model and support teacher practices to improve inclusion.
- Share resources and materials that support program improvement in areas relating to Universal Design for Learning (UDL), adaptations and accommodations, inclusive practices, and positive behavioral supports (e.g. CSEFEL).
- Support Directors/Administrators in creating systems that support ongoing program improvement by: using assessment data, including Desired Results Developmental Profile (DRDP), Ages and Stages Questionnaire (ASQ), Classroom Assessment Scoring System (CLASS), Environment Rating Scales (ERS), and Program Administration Scale (PAS); and available resources aligned to the CA Learning Foundations and Frameworks.
- Support creation and implementation of the agency's Professional Development Plan to enhance inclusion.
- Plan and deliver professional development activities to early childhood education professionals.
- Supervise and evaluate the work of Early Education Support Providers and other designated staff for the purpose of ensuring implementation of grants and programs focused on inclusion and ECE Quality.
- Collaborate with SBCEO staff and participating district staff as appropriate to support successful implementation of inclusion plans.
- Support SBCEO staff to develop and monitor inclusion budgets.
- Prepare and/or maintain a variety of manual and electronic program reports, for the purpose of supporting ongoing program planning and implementation as well as compliance with regulatory requirements and established guidelines.
- Present information to various district or community groups for the purpose of information sharing, outreach, and/or inclusion promotion.

- Preferred knowledge and ability to train on licensing regulations, Center on the Social Emotional Foundations of Early Learning (CSEFEL), CLASS, ASQ, Ages and Stages Questionnaire-Social Emotional (ASQ-SE).
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

Possession of a valid California Early Care and Education Site Supervisor Permit, Early Care and Education Program Director Permit, California Teaching Credential, or California Administrative Services Credential. Five years of successful experience working in early childhood education.

Licenses and Certificates

Possession of a valid California Driver's License.

Working Conditions

Subject to inside environmental conditions; subject to driving to conduct work with the use of personal vehicle in the course of employment; required to attend evening or weekend meetings; possible overnight travel out-of-county or out-of-state as authorized by division lead.

Salary Schedule A

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