



## Job Description

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**POSITION TITLE:** Program Manager III #6102  
Head Start Educational Specialist  
Early Childhood Education

**SALARY PLACEMENT:** Management Salary Schedule  
Range 10

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Child Development or related field. Specialized training in at least two areas of early education curriculum instruction and related assessments.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of child development experience in a multi-disciplinary setting including at least two years of experience in administering or coordinating comprehensive child development programs or departments in a Head Start program, or similar early childhood education agency providing services to low income families. Master's Degree with major coursework in child development, early education, education, educational psychology or a field closely related. Program Director Child Development Permit. Certification as a Teachstone Classroom Assessment Scoring System (CLASS) reliable observer and/or Environment Rating Scale (ERS) reliable assessor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: early childhood education and related laws, codes and regulations; skills in behavior management, developmentally appropriate education, curriculum, current trends, inter-agency relationships, and effective methods of program coordination.

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under the direction of the Head Start Director, the Educational Specialist works with Head Start San Joaquin educational partners and Early Education personnel in developing, coordinating, and assessing child development programs as related to implementation across San Joaquin County. The Head Start Educational Specialist will serve as a content area expert in identifying local, state, and national trends within the child development and education field and provide consultation to Head Start San Joaquin multi-disciplinary team and all educational partners.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develops content, policies, and procedures for child development services to meet local, state, and federal regulations.
14. Facilitates coordination between partner agencies and public and private child development service organizations to address the needs of enrolled children and their families.
15. Provides consultation and expertise regarding needs assessment and goal setting for parents and enrolled children.
16. Collaborates with parents and provides input regarding the revision of annual child development plans and curriculum.
17. Provides technical assistance and support to content area managers.
18. Provides recommendations for research-based curricula that meet requirements of Federal and State funding sources, and provides consultation and support in curricula implementation.
19. Monitors the implementation of program goals and objectives for compliance and to ensure the social, emotional, and cognitive growth and development of enrolled children.
20. Develops School Readiness Plan and ensures implementation through ongoing monitoring.
21. Interprets research findings, community assessment data, and Head Start Performance Standards to develop SJCOE Head Start San Joaquin program guidelines.
22. Develop, maintain, and update various manuals regarding policies, procedures, and best practices.
23. Uses information from the national Early Childhood Learning and Knowledge Center (ECLKC) and national and regional Training and Technical Assistance (TTA) providers to develop support materials and resources for internal and external staff to keep them current on child development trends, research, rules, and requirements.
24. Provides specialized information in the preparation of applications for child development services, and participates in the annual planning and refunding process.
25. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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