

Sonoma County Office of Education – Job Description

Classified

EARLY EDUCATION PROGRAM SPECIALIST

Definition:

Provides administrative support for early care and education and universal prekindergarten (UPK) programs. Works collaboratively with the Child Care Planning Council (CCPC) and the Teaching and Learning Department. Advises early care and education providers and UPK educators on requirements related to programs and grants in which they are participating. Develops program materials and procedures. Maintains a complete system of records on the status of program participants using systems such as the Early Care & Education Workforce Registry. Schedules and organizes program meetings and trainings. Performs complex clerical duties that are frequently completed in an environment of constant interruptions. Receives and distributes mail and documents that contain highly confidential information. Conducts outreach for programs such as the Inclusive Early Education Expansion Program (IEEEP), UPK and other initiatives sponsored by the Child Care Planning Council and the County Office of Education. Collaborates with partner agencies like Local Educational Agencies (LEAs), First 5, Resource & Referral agencies, the Special Education Local Plan Areas (SELPA), the Early Learning Institute and others on shared projects. Provides technical assistance to clients, funding agencies and both the County Office of Education and CCPC; performs other work as required.

Distinguishing Characteristics:

This is a highly specialized technical and professional position responsible to support professional development across the early care and education field, promote developmentally appropriate programs and practices, and to build inclusion for early care and education programs for young children. Successful candidates have the ability and expertise in coaching, training and guidance of staff in all aspects of UPK and early care and education programs with a special interest in equity, inclusion, and belonging for all children.

Supervision Exercised and Received:

Reports to the Coordinator of the Child Care Planning Council. This classification receives only general supervision and is expected to work independently.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Coordinates partner meetings and maintains frequent communication with program participants.
- Assists with the development and implementation of program goals and objectives according to program budgets and timelines.
- Serves as program support to the CCPC and UPK Program Coordinators, performing technical and complex administrative duties involving the use of independent judgment, proper handling of confidential information, and an understanding of program functions and procedures.
- Keeps informed on current program policies, requirements, etc., including maintaining an operational knowledge of the early childhood education, special education and early care and

education infrastructure and maintains a working knowledge of special terminology related to early care and education and other program activities.

- Receives, prepares, handles and stores confidential information pertaining to assigned program and maintains confidentiality of such information.
- Assists in design and development of a comprehensive program to support quality improvements to participants, including resources to increase developmentally appropriate and inclusive practices.
- Provides extensive support, including technical assistance to early care and education and universal prekindergarten program participants.
- Prepares technical reports such as those related to program compliance, schedules, etc., including creating and maintaining complex databases or spreadsheets to support work. Maintains up-to-date records of information to support reports, creates, edits, and distributes reports for final review.
- Maintains excellent participant, client and contractor relations including prompt responses to inquiries.
- Maintains ongoing communications with local and state funders, funders' contractors and partners.
- Maintains up-to-date knowledge of program requirements and procedures.
- Maintains up-to-date files.
- Assists in the development and implementation of outreach plans to ensure maximum recruitment of targeted participants; including the design, printing, and distribution of outreach materials and other client correspondence; presentations to community groups.
- Assists in strategic planning with emphasis on maintaining high visibility in the community.
- Keeps informed on activities related to UPK and the early care and education field at both the local and state level.
- Serves as a resource for UPK and early care and education programs to expand developmentally appropriate and inclusive opportunities.
- Establishes and maintains positive working relationships with partners.
- Supports development and maintenance of public-facing web pages and newsletters.
- Performs other duties as required to accomplish the objectives of the position.

Employment Standards:

Knowledge of:

- The early care and education and universal prekindergarten infrastructure.
- California Department of Education training; Techniques in professional development advising.
- Key issues facing the early care and education and UPK field.
- College-level unit structures.
- General outreach methods and strategies.
- Basic structure of public programs, both federal and state.
- Basic tax code regulations.
- Safe work practices.
- Basic knowledge of credentialing procedures, laws, regulations, and requirements as they apply to child development credentials and permits and UPK teacher credentialing.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios.
- Sufficient human relations skills to communicate technical and highly complex concepts to others and convey a positive, service-oriented image of the department.

Ability to:

- Speak, read and write fluently in both English and Spanish preferred.

- Perform all of the relevant duties of the position with only general supervision.
- Understand, interpret, and apply all aspects of the laws and regulations governing the early care and education and UPK field.
- Take a proactive approach to the credentialing of educators and provide expertise, strategies, and general support to administrators as it pertains to the early care and education and UPK.
- Operate personal computer terminal, printers, and specialized database software.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.

Computer Skills:

- Intermediate Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Intermediate Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Expert spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, develop and design workbooks to collect complex data, and enter text and numbers.
- Intermediate Publishing skills, such as the ability to design newsletters, flyers, brochures and booklets.
- Intermediate email skills, including the ability to send and open a file attachment.
- Intermediate Internet usage including the ability to utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks and observe copyright regulations.
- Intermediate web page development, such as the ability to modify and create web page content.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's degree preferred in early childhood education, special education, human development, business, human resources, psychology or equivalent discipline, or the equivalent in formal industry training.

Experience:

- Prefer two (2) years' experience in the field of early care and education.
- Additional, progressively responsible experience in a human resources setting may substitute for formal education.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.

- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine and complex conversations.

Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: November 27, 2023
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission