LAKE ELSINORE UNIFIED SCHOOL DISTRICT

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Position Description

TITLE:	Preschool Education Specialist	**REPORTS TO**:	Director, Children and Family Services
DEPARTMENT:	Children & Family Services	**CLASSIFICATION:**	Certificated Management
FLSA:	EXEMPT	**WORK YEAR:**	222 Days
ADOPTED:	August 5, 2021	**SALARY RANGE:**	Certificated Management

JOB PURPOSE STATEMENT:
Under the supervision of the Director of Children Family Services, the Preschool Education Specialist will assist in the overall program quality of the Children and Family Services preschool programs. The Preschool Education Specialist must maintain close communication and cooperation with parents, staff, and other personnel to improve the overall program quality. They must exercise considerable professional judgment in decision making, planning and organizational skills, while doing so with autonomy.

REPRESENTATIVE DUTIES:
Incumbents may perform any combination of the essential functions listed below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

ESSENTIAL JOB FUNCTIONS (E):

- Assumes responsibility and provides leadership in Children & Family Services (CFS) for the development, implementation, and supervision of the early childhood education, parent education programs following established procedures, practices, and methods to ensure compliance to laws, regulations, and policies (E);
- Interprets, coordinates, monitors, supervises and evaluates conformance to Federal, State, and local regulations (E);
- Collaborates with delegate agencies, subcontractor and grantee agency administration, and community partners to meet program functions and outcomes (E);
- Assists the Director in annual Program Self-Assessments, Community Needs Assessment, and Program Information Report (P.I.R.) and Program Self Evaluation (PSE) (E);
- Oversees the implementation of a comprehensive instructional program which reflects Quality Rating Improvement System practice (E);
- Supervises the Head Start Parent Policy Committee, Head Start Family Partnership Agreements, and state-funded programs Parent Advisory Committees (E);
- Oversees Program Content areas as determined (E);
- Plans and implements staff and parent educational programs (E);
- Provides staff development to instructional aides and teachers as it relates to CFS (E);
- Maintains high standards through the direction and approval of all CFS programs with an emphasis on appropriate child and family development principals/practices (E);

- Works collaboratively with the Director of Children and Family Services, District Office staff members, CFS Office staff members, principals, faculty, staff and parents while utilizing courtesy, tact, and diplomacy (E);
- Provides supervision and evaluation of CFS staff members (E);
- Maintains the confidentiality of information used in personnel issues and instructional support processes (E);
- Serves as an instructional/curricular resource to pre-school teachers and support staff. (E);
- Confers with staff and parents on the academic progress of students as well as the effectiveness of the educational programs (E);
- Effectively communicates in person and through the use of the telephone and email (E);
- Provides staff development to ensure that pre-school staff are knowledgeable about CFS program components and understand the instructional design of how the program meets the Federal and State guidelines (E):
- Coordinates alternative strategies/assessment tools for pre-school age children who are not making adequate progress (E);
- Assists with the development and maintenance of a staff handbook (E);
- Knowledge of diverse economic and social backgrounds of families and communities (E);
- Ensures that appropriate materials are ordered and made available to classroom teachers (E);
- Establishes and maintains effective and cooperative working relationships with others regarding the performance of duties (E);
- Handles and/or directs complaints and/or requests for information from parents and community relating to CFS (E);
- Has strong, collaborative interpersonal skills (E);
- Establishes an effective communication network with all County-wide and CFS personnel (E) ;
- Utilizes technology to maximize job performance; Prioritizes and manages multiple tasks; Participates in/or coordinates professional growth activities for all Staff (E);
- Performs other related duties as assigned (E).

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

- Federal, State, and Local laws.
- Title 5 and Title 22 Regulations pertaining to Early Childhood Education.
- Board Policies and Administrative Regulations related to early childhood education, parent/family educational programs.
- Effective methods, materials, diagnostic techniques, and prescriptive strategies for early childhood programs.
- Children's physical, emotional, and developmental patterns.
- General learning theories and curriculum development alternatives.
- Curriculum planning, inservice staff training, program goal setting, lesson planning; evaluation of student progress; and principles and practices of supervision, and training.
- Experience working with outside agencies for resources and partnerships.
- School district organization, operations, policies and objectives.
- Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes.
- Understand and access state and federal regulations as they relate to education and educational services.
- Oral and written communication skills.
- Strong interpersonal skills to effectively work with diverse groups.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education/Experience Required: Bachelor's degree in Early Childhood Education or related field, Three (3) years of experience in Early Childhood, Possession of a valid California Child Development Site Supervisor Permit.

Licenses, Certifications, Bonding and/or Testing Required: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance; Negative pre-employment drug screen test; Negative TB results.

WORKING CONDITIONS:

1. Environment:
    - **a.** Office environment at the school site
    - **b.** Frequent outdoor supervision.
    - **c.** Indoor and outdoor environments.
    - **d.** Demanding timelines/Subject to frequent interruptions and daily contact with staff
2. Physical Abilities:
    - **a.** Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    - **b.** Sitting and/or standing for long periods and occasional bending at the waist and stooping
    - **c.** Dexterity of hands and fingers to operate standard office equipment
    - **d.** Hearing and speaking to exchange information in person, on the telephone, and through email
    - **e.** Occasionally reaching overhead, above shoulders, and horizontally
    - **f.** Visual ability to read, prepare/process documents and small figures
    - **g.** Mobility to travel to various school sites, conference and workshops required
3. Hazards:
    - **a.** Extended viewing of computer monitor
    - **b.** Working with and around office equipment having moving parts

Length of Position: Renewable annually based on funding, performance, and evaluation.
Salary/Work Year: Commensurate to Lake Elsinore Unified School District Preschool Education Specialist Salary Schedule/222 days.
Supervision: Director, Children & Family Services

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services