

# Sonoma County Office of Education – Job Description

---

---

**Classified**

## **EARLY EDUCATION PROGRAM SPECIALIST**

### **Definition:**

Provides administrative support for the implementation of the Inclusive Early Education Expansion Grant (IEEEP) program and other Child Care Council programs as needed. Develops program materials and procedures. Maintains a complete system of records on the status of program participants using the Early Care & Registration Workforce Registry. Advises participants on required professional development options. Ensures that program participants' professional development plans comply with State requirements. Advises individuals and schools on all aspects of professional development for early care and education teachers to support the inclusion of young children in Early Childhood Education (ECE) programs. Schedules and organizes program meetings and trainings. Manages trainings using the Early Care & Registration Workforce Registry. 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 Council programs; provides technical assistance to clients, funding agencies and Council members; performs other work as required.

### **Distinguishing Characteristics:**

This is a highly specialized technical and professional position responsible 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 early care programs with a special interest in mainstreaming and inclusion of students with special needs.

### **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 quarterly stakeholder meetings and maintains frequent communication with Early Learning and Care (ELC) Consortium and grant participants.
- Assists with the development and implementation of program goals and objectives according to program budgets and timelines.
- Serves as program support to the Coordinator, 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 IIEEP 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 IEEEP participants, including resources to increase the inclusion of young children in ECE programs.
- Provides extensive support, including technical assistance on program requirements, to potential and existing program participants, at the program office and on-site at centers.
  - Advises current program participants to make progress toward identified professional goals.
  - Assists program participants with training registration.
  - Maintains consistent communications with existing program participants.
  - Assists in identifying continuing needs for resources necessary for ECE inclusion opportunities.
- 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 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 client 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 community.
- Keeps informed on Council activities, including regular attendance at monthly Council meetings and attendance and coordination of other key meetings; including logistics and note-taking.
- Serves as a resource for early care and education programs to expand inclusion opportunities in ECE programs.
- Establishes and maintains positive working relationships with grant partners.
- Assists in design and implementation of Council programs.
- Performs other duties as required to accomplish the objectives of the position.

## **Employment Standards:**

### ***Knowledge of:***

- The early care and education infrastructure.
- California Department of Education training; Techniques in professional development advising.
- Key issues facing the child care field specifically as it relates to inclusion.
- 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.

- 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 child development programs as it relates to inclusion.
- Take a proactive approach to the credentialing of educators and provide expertise, strategies, and general support to administrators as it pertains to early care and education.
- 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 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.

**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 demands 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:***

- Adopted: June 22, 2020
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission