

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Early Childhood Education Specialist

DEFINITION

Under general direction, provides onsite instructional support and coaching to public/private family child care providers and child care center teachers; develops partnerships with local school districts; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, School Readiness

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Works collaboratively with school district personnel to facilitate a public/private partnership between the school district and private early care and education providers; develops and maintains positive working relationships with school district staff, private child care teachers, parents, and community organizations; recruits providers to participate in program; assists in planning and delivering a developmentally appropriate professional development model; provides onsite (in private child care centers and family child care homes) instructional and environmental support and resources; models successful early childhood teaching strategies and techniques; conducts Environmental Rating Scale Assessments (ERSA) and analyzes results to create and implement action plans for individualized program goals; promotes safety standards; assesses and evaluates children's developmental needs; refers children for further evaluation as needed; assist with identifying appropriate interventions; assists in the development and implementation of program goals, curriculum and conduct demonstration lessons; disseminates research-based curriculum and instructional programs; facilitates transition to kindergarten activities between providers and school districts; prepares and maintains a variety of records and reports related to assigned activities; maintains confidentiality of children, families, and providers involved in the program; attends and participates in meetings, trainings and conferences as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to the possession of a bachelor's degree in child development or a related field, advanced degree preferred, and successful teaching experience in a public or private child care facility or family child care home. Must possess or qualify for a Child Development Site Supervisor Permit.

Knowledge of:

Child development programs and licensing requirements both private and state funded; principles, theories, practices, methods and techniques used in early childhood classroom instruction; Infant Toddler Foundations, Preschool Learning Foundations, Curriculum Frameworks, and the Desired Results System; Environmental Rating Scale Assessments (ERSA); classroom procedures which promote appropriate conduct and motivation for learning; child guidance principles and practices; interpersonal skills using tact, patience, and courtesy; current trends and research concerning the growth and development of children; standardized and performance based assessment practices; applicable state and federal codes, laws and regulations; standard software applications.

Skill and Ability to:

Interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds; work independently with minimal supervision; communicate effectively in oral and written form; operate a computer and use standard software applications; prepare and maintain records and files; read, understand, interpret and implement applicable policies, procedures, and state mandates; present information to individuals and small groups; react with flexibility and sensitivity to changing situations and needs; organize and prioritize work; effectively carry out written and oral instructions; direct individual and group activities of children and families; maintain cooperative work relationships.

Other Characteristics

Possession of valid California driver's license and willingness to travel locally using own transportation, with mileage reimbursed, as needed.

Revisions approved by Personnel Commission 9/14/10

Approved by Personnel Commission 5/13/08