

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Project Specialist I, School Readiness**

**DEFINITION:**

Under supervision of the Director, provides expertise and assistance to private childcare providers and school districts in supporting the goals and values of the Preschool Bridging Model; provides transition activities, communication, articulation and professional development for preschool and kindergarten teachers in Sacramento county.

**DIRECTLY RESPONSIBLE TO:**

Director I, School Readiness

**SUPERVISION OVER:**

Professional, clerical and technical personnel as assigned.

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

Program Support

Works collaboratively with school district and preschool personnel to facilitate a public/private partnership between the districts and private early care and education providers; assists in planning, organizing, and executing countywide and local school district transition to school activities; facilitates transition to school activities between early care and education providers and school districts; assists in designing and implementing professional development and technical assistance opportunities for early care, education, and kindergarten teachers; prepares reports as needed.

Interpersonal Relationships/Communications

Develops and maintains cooperative working relationships with district staff, private childcare teachers, parents, and community organizations; serves as a resource/liason for related agencies, community services and organizations; maintains effective and timely written and oral communications with staff, community agencies, organizations, and local school districts.

**MINIMUM QUALIFICATIONS:**

Education, Training, and Experience:

Any combination of training and experience equivalent to the possession of a bachelor's degree in child development or related field; advanced degree preferred; successful teaching experience in a public or private child care center or family child care home.

Knowledge of:

Child development programs both private and state funded; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends in early childhood education; characteristics of a quality early childhood/school readiness program; Infant Toddler Foundations, the Preschool Learning Foundations, and the Desired Results System; classroom procedures which promote appropriate conduct and motivation for learning; child guidance principles and practices; principles of training and providing work direction; research methods and report writing techniques; 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:

Ensure that training and technical assistance content and activities are available and appropriate to support implementation of the Preschool Bridging Model; present information to individuals and small groups; direct individual and group activities of children and families; interact with children and adults from different cultural and socioeconomic backgrounds; respond appropriately to changing situations and needs; analyze and resolve problems; schedule tasks and manage time effectively; work independently; carry out written and oral instructions; prepare and maintain records and files; read, understand, interpret and implement applicable policies, procedures, and state mandates; analyze data and develop recommendations; utilize a computer; develop and

maintain effective working relationships with individuals and groups; communicate effectively in both oral and written form.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed; and, willingness to travel within the state and region as required.

Approved by Personnel Commission 7/8/08