

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, Early Care and Education

DEFINITION

Under general direction, assists in the outreach, development and implementation of a mixed-delivery early learning system in Sacramento County; assists with expansion of high-quality early care and education programs and services, site development, and workforce development; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Director II, Early Learning

SUPERVISION OVER:

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

Assists with the design and implementation of a county-wide system of administering high-quality early care and education programs and services; plans, designs, and delivers preschool program support, site development, and professional development through collaboration with local early learning programs; provides outreach, recruitment, sub-contracting services to school district, public and non-public preschool programs, child care centers, and family child care homes; collaborates with local preschool/early learning program administrators regarding coordination of services; coordinates meetings providing preschool information, research, resources, sharing of best practices, and program needs; participates in and contributes to local activities as related to expansion of program quality, site development, and professional development; assists with the collection of data to measure and monitor local activities; facilitates communication among program practitioners and informs program administrators of available resources, events, and opportunities within the county; attends local professional development meetings and activities as needed; organizes and/or facilitates early care and education program, school site, district, and county-wide technical assistance based upon local standards and expectations; coordinates and supports local communication and collaborative systems among early care and education providers; prepares reports as required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of training and experience equivalent to a bachelor's degree in education, child development, or related field; possession of a valid California Child Development permit authorizing instruction and administration in a child care or preschool program; experience in the development, administration, and monitoring of curriculum and instructional programs for early childhood preschool/school readiness programs and initiatives; experience providing professional development for early care and education teachers, early childhood center-based and family child care home providers, and administrators.

Knowledge of

Early learning programs and initiatives for early care and education programs, goals of pre-K-12 content standards, curricula, instructional programs and Desired Results System; characteristics of quality early learning programs; local resources available to programs and staff; professional development for early childhood staff; Comprehensive Approaches to Raising Educational Standards (CARES) program; administration of childcare centers and family child care homes; community care licensing.

Skill and Ability to

Coordinate a system of administering early care and education programs and services that includes school district, public and non-public preschool programs, child care centers, and family child care homes; provide technical support to early childhood /school readiness programs that include child care centers and family child care homes, school sites, districts, and county offices; facilitate and provide professional development; communicate effectively in both oral and written forms; work cooperatively and effectively with individuals and groups; ability to select, train and supervise staff; ability to effectively transmit knowledge and skills to others; collect, analyze and report data; develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

Revision approved by Personnel Commission 10/11/16
Former title Project Specialist II, School Readiness, Early Care and Education
Revision approved by Personnel Commission 4/10/12
Former title Project Specialist II, School Readiness - Preschool
Approved by the Personnel Commission 5/9/06