

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, Early Learning

DEFINITION

Under general direction, assists in the development and delivery of school readiness projects including the California Preschool Instructional Network; coordinates and conducts professional development focused on school readiness and transition to kindergarten for teachers, administrators, and individuals who provide professional development, coaching and support; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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 tasks which may be found in positions within this classification.)

Assists with the design and implementation of early childhood programs; plans, designs, and delivers professional development programs and provides support and resources to teachers, administrators, and individuals who provide professional development, coaching and support; coordinates regional network meetings providing preschool information, research, resources, sharing of best practices, and program needs; participates in and contributes to state-level activities as related to the California Preschool Instructional Network (CPIN); assists with the collection of CPIN data to measure and monitor activities; facilitates communication among program practitioners and informs program practitioners of available resources, events, and opportunities; attends statewide, regional, and local professional development meetings and activities as needed; organizes and/or facilitates school readiness programs, school site, district, and county-wide technical assistance based upon statewide standards and expectations; coordinates and supports communication and collaborative systems among school readiness providers; prepares reports as required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on a bachelor's degree or permit authorizing instruction and administration in a childcare and development program; advanced degree in education desired; experience in the development, administration, and monitoring of curriculum and instructional programs for early childhood school readiness programs and initiatives; experience providing professional development for teachers and administrators.

Knowledge of:

Local, regional, and state-level early learning programs and initiatives; California's Preschool Learning Foundations, Preschool Curriculum Frameworks, and alignment with K-12 Common Core and Content Standards; early childhood curricula, instructional programs, Desired Results System, and the California Department of Education's early learning system, resources and publications; characteristics of quality early childhood/school readiness programs; local, regional and statewide resources available to programs; strategies for coaching and mentoring, developing and maintaining peer support networks, and disseminating research-based curriculum/instructional programs.

Skill and Ability to:

Coordinate a regional network system and collaborate with state-level partners; provide technical support to readiness programs, 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.

Revised title 10/5/2016 formerly Project Specialist II, School Readiness
Approved 8/1/2015