

# Sacramento County Office of Education Job Description

## Classification Title: Project Specialist I, Early Learning

### **DEFINITION**

Under supervision of the Director, provides child development expertise and assistance to childcare providers, school districts, staff, and parents; provides early learning activities, communication, articulation and professional development for early care and education providers and parents in Sacramento County; performs other duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Director II, Early Learning

### **SUPERVISION OVER**

Professional, clerical and technical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(This 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 early care and education personnel to facilitate a public/private partnership between the districts and private early care and education providers and parents; assists in planning, organizing, and executing countywide and local early learning activities; facilitates transition to school activities amongst early care and education providers ; assists in designing and implementing professional development and technical assistance opportunities for early care and education providers and parents; prepares reports as needed.

#### **Interpersonal Relationships/Communications**

Develops and maintains cooperative working relationships with early care and education providers, district staff, private childcare teachers, parents, and community organizations; serves as a resource/liaison 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 or administration 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 high-quality early learning program and comprehensive services focused on social-emotional, physical, cognitive, health, and nutrition development; 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 comprehensive services to children, their families, and program staff ; 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.

Revision approved by Personnel Commission 10/11/16  
(former title Project Specialist I, School Readiness)

Revision approved by Personnel Commission 4/11/12

Approved by Personnel Commission 7/8/08