

Sacramento County Office of Education Job Description

Classification Title: Early Childhood Education Specialist

DEFINITION

Under general direction, provides onsite instructional support, mentoring, planning, and coaching to public/private family childcare providers, childcare center teachers, home visitors, and early learning and care providers in the community to enhance the quality of early care and education programs; develops partnerships with local school districts; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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 childcare teachers, parents, and community organizations; collaborates with providers and families by sharing resources and community information; recruits providers to participate in program; assists in planning and delivering a developmentally appropriate professional development model, including supporting communities of practice; promotes reflective practices; provides weekly onsite (in private childcare centers, public community agencies, and family childcare homes) instructional and environmental support and resources; assists in the development and implementation of program goals and curriculum; conducts demonstration lessons, observes, mentors, provides coaching, and models successful early childhood teaching strategies and techniques; conducts various assessments including: Classroom Assessment Scoring Systems (CLASS) and/or Environmental Rating Scale Assessments (ERSA), Program Assessment Scale (PAS), Business Assessment Scale (BAS), and analyzes results to create and implement action plans for individualized program goals; promotes safety standards; assesses and evaluates children's developmental needs using current screening tools; refers children for further evaluation as needed; assists with identifying appropriate interventions; disseminates research-based instructional materials and 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 childcare facility or family childcare home. Must possess a Child Development Site Supervisor Permit or higher.

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; assessments including ERSA and CLASS; developmental screening tools such as the Ages and Stages Questionnaires (ASQ); 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; health and safety practices and rules; standardized and performance-based assessment practices; applicable state and federal codes, laws, and regulations; standard software applications; video conferencing platforms.

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; use standard software applications; prepare and maintain records and files; read, understand, interpret, and implement applicable policies, procedures, and state mandates; promote and support program; create improvement plans and goals; 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; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments; interact with educators and children in the classroom environment.

Other Characteristics

Possession of valid California driver's license and willingness to travel locally using own transportation to conduct work assignments.

Revisions approved by Personnel Commission 10/12/21
Revisions approved by Personnel Commission 10/10/17
Revisions approved by Personnel Commission 2/11/14
Revisions approved by Personnel Commission 9/14/10
Approved by Personnel Commission 5/13/08