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 child care providers and child care center teachers 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 child care teachers, parents, and community organizations; collaborates and exchanges resource and community information; recruits providers to participate in program; assists in planning and delivering a developmentally appropriate professional development model; promotes reflective practices; provides weekly onsite (in private child care centers and family child care homes) instructional and environmental support and resources; models successful early childhood teaching strategies and techniques; conducts 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 screeners including Ages and Stages Questionnaires (ASQ); refers children for further evaluation as needed; assists with identifying appropriate interventions; assists in the development and implementation of program goals, curriculum and conduct demonstration lessons; 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 child care facility or family child care 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; Environmental Rating Scale Assessments (ERSA); CLASS assessments; 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; standard-
ized and performance based assessment practices; applicable state and federal codes, laws and regu-
lations; standard software applications.

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, inter-
pret and implement applicable policies, procedures, and state mandates; promote and support program; create improvement plans and goals; pre-
sent 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; maintain cooperative work relationships.

Other Characteristics
Possession of valid California driver’s license and willingness to travel locally using own transportation, with
mileage reimbursed, as needed.

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