

CLASS TITLE: SPECIALIST, EARLY LEARNING PROGRAMS

BASIC FUNCTIONS:

Under the direction of the Director, Early Learning Programs, provide guidance and support to Madera County school districts on Universal PreKindergarten (UPK) and PreKindergarten through third grade (P-3) frame planning and implementing. Provide guidance and support to Madera County Superintendent of Schools (MCSOS) and school districts with integrating UPK within their plans. Provide support for MCSOS infant, toddler, preschool, and other related programs. Promote high quality UPK programs by collaborating with early learning providers and accessing resources to identify best practices, current early childhood research, and up-to-date regulations from the state. Provide technical assistance and support, offer training and coaching focused on the implementation of effective instructional strategies, and facilitate UPK assessment procedures and monitoring. Provide assistance with the oversight of early learning programs for adherence to state and federal regulations including licensing.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Build and support effective, quality infant, toddler, and preschool programs by providing training, coaching, and on-site technical assistance and support for early learning staff including literacy and curriculum materials, the social emotional needs of young children, the creation of a positive learning environment for child development, including appropriate room arrangement and materials, and positive classroom management techniques.

Guide and support MCSOS and Madera County school districts with integrating UPK within their plans.

Coordinate and monitor infant, toddler and preschool programs and provide direct UPK program development and support.

Collaborate with school district and school site administrators and coordinate efforts with ongoing UPK programs.

Plan, organize, and implement long- and short-term plans and activities designed to develop UPK early learning programs and services that address identified priorities

Support and integrate efforts to provide the early learning workforce and stakeholders opportunities to build effective, quality programs through on-site technical assistance, researched based training, and coaching opportunities.

Respond to all requests from licensing agencies and other governmental offices such as California Department of Education.

Coordinate efforts to license new facilities and classrooms; work directly with appropriate school districts and agencies staff in order to achieve and maintain licensed facilities.

Communicate and collaborate with school districts, other programs and agencies to address the needs of students with special needs and secure resources and proper placement.

Design and support implementation of educational programs directed at parents of young children; promote literacy, school readiness, effective parenting skills, and home/school linkages.

Provide parent consultation as appropriate; provide technical assistance to staff on effective communication with parents.

Assist in the design, implement, and collaborate with other school administrators to provide early learning support experiences for older students (i.e. high school, middle school) as a possible career pathway.

Attend and participate in a variety of meetings, conferences, and trainings as assigned to remain current and skilled on federal, state, and local Early Childhood Education (ECE) and UPK requirements, best practices, and general ECE operations; present materials and information to teachers, staff, and other partnering agencies.

Act as a liaison between the California Department of Education Child Development Division and Madera County school districts in the area of UPK.

Collaborate with existing programs and services targeting the 0-5 population, other agencies, and appropriate educational entities to benefit assigned programs.

Communicate and collaborate with other early learning related agencies and stakeholders to provide integrated, efficient, and quality services and resources to the MCSOS infant, toddler, and preschool programs.

Serve as a resource to MCSOS and Madera County school districts staff for children 0-5 and early learning research.

Monitor current applicable legislation and regulations and implement accordingly.

May provide classroom coverage to maintain ratio.

May participate in Individual Education Plan (IEP) and/or Individual Family Service Plan (IFSP) meetings.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; represent the MCSOS in county, regional, and state level committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Madera County Superintendent of Schools organization, policies, procedures, and administrative processes.

Policies, regulations, and requirements of the California State Infant, Toddler and Preschool Programs and UPK.

Title 5 and Title 22 regulations.

Child development theory and best practices.

California Early Learning System: Preschool Foundations, Frameworks, Desired Results

Developmental Profile, and the Early Childhood Environmental Rating Scales.

Classroom Assessment Scoring System, including reliability and trainer status.

Child and adult learning theory.

Related ECE legislation, both federal and state.

Early childhood education community agencies and programs.

Funding conditions and all other applicable regulations with funding partners, including Title 5 and Title 22.

Organization operations, policies and objectives of funding partners.

Applicable laws, codes, rules, and regulations related to assigned activities.

Methods of collecting and organizing data and information.

Interagency collaboration.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Modern office practices, procedures, and equipment.

Operation of a computer and assigned software.

Recordkeeping and report writing techniques.

Research skills.

ABILITY TO:

Learn and apply pertinent state and federal regulations, guidelines, legal mandates, and educational codes related to assigned division and responsibilities.

Coordinate facility licensing for Pre-Kindergarten and Family Literacy Programs according to the requirements by Title 22 State Licensing Standards.

Teach child and adult learners.

Madera County Superintendent of Schools ding teachers, instructional aides, and others.

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Coordinate multiple activities.

Plan and implement quality professional development programs.
Conduct research on ECE related issues.
Train, supervise, and evaluate the performance of assigned staff.
Commit to carry out Madera County Superintendent of Schools' policies and procedures in a positive manner.
Communicate effectively, both orally and in writing, and work effectively with a broad range of agencies, communities, and individuals.
Establish and maintain effective working relationships with others and contribute to a positive work environment.
Present a positive image of the Madera County Superintendent of Schools.
Exhibit initiative, integrity, confidentiality, sound judgment, and trust.
Plan and organize work, set priorities, meet critical deadlines, and follow up on assignments.
Understand and follow oral and written instructions.
Prepare and maintain records and reports related to assigned activities.
Use a personal computer or other automated equipment and up-to-date software programs; use the internet and related technology to do research, to exchange information, to update on-line information, and to perform other related tasks.
Work with minimum supervision.
Work independently with little direction and a high degree of maturity.
Follow safe work practices as directed.

EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited college or university in early childhood development or related field and a minimum of five years of relevant professional experience. Early childhood education background and experience with California State Early Learning Programs.

LICENSES AND OTHER REQUIREMENTS:

Hold or qualify for the Child Development Associate Teacher Permit.
A Child Development Site Supervisor Permit and/or a Teaching Credential with an emphasis in Early Childhood Education preferred.
Possession of a valid California Class C driver's license. Incumbents must be insurable by the liability carrier for the Madera County Superintendent of Schools.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Early childhood education classrooms.
Constant interruptions.
Driving a vehicle to conduct work.

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PHYSICAL DEMANDS:

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.