CONTINUOUS IMPROVEMENT SPECIALIST – Universal Pre-Kindergarten

Job Summary
Under the leadership of the Curriculum, Instruction and Accountability Director and responsible to the County Associate Superintendent of Educational Services, the Continuous Improvement Specialist Universal Pre-Kindergarten (UPK) provides leadership and assistance to LEAs in Nevada County with an emphasis in pre-school, transitional kindergarten (TK) and kindergarten. The Specialist utilizes Improvement Science methodologies to provide effective leadership and support in the areas of Technical Assistance, Universal Design for Learning (UDL), and coordinating countywide efforts for Universal Pre-Kindergarten (UPK) implementation.

Directly Responsible to: Curriculum, Instruction and Accountability Director

Supervisory Responsibilities: None; however, may lead, train or participate in team assignments.

Essential Functions and Responsibilities: The list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. Not all functions may be performed by the incumbent.

1. Assists in providing teachers with technical assistance and support to improve student outcomes by focusing on research and evidence-based instructional programs, student assessment results and instructional strategies.
2. Assists in the development and implementation of an integrated, coordinated, and coherent system of resources, interventions, and supports to meet identified LEA needs.
3. Facilitates small group teams
4. Assists in services through a Multi-Tiered System of Support (MTSS) approach to support schools and districts.
5. Assists in coordinating and delivering professional development and instructional coaching.
6. Upon request, visits schools to observe classroom instruction and encourage, guide and support research-based instructional practices.
7. Supports LEAs in building capacity and sustaining improvement in student outcomes through continuous improvement strategies.
8. Works in collaboration with COE team, the Local Planning Council/Quality Counts California Coordinator and grant partners to build LEA capacity and assists in the completion and submission of grant deliverables and reports.
9. Plans, leads, organizes and implements county-wide efforts for implementation of the CA UPK initiative, including working with the California State Preschool Program
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(CSPP), Head Start, expanded learning partners and programs and other early learning and community-based service partners, covering models for blending programs to meet family needs.

10. Provides guidance on curriculum in Early Education.
11. Establishes and maintains clear communication and cooperative working relationships with a variety of educators, LEAs, and Educational Partner groups.
12. Attends conferences, workshops and meetings to keep abreast of current practices, programs and legislative changes.
13. Performs other related duties as assigned, consistent with the goals and objectives of this position.

Desirable Qualifications:

Knowledge of:

- Principles and practices of educational leadership, including ability to successfully lead change processes.
- Implementation and improvement science
- Strategic planning processes and implementation.
- Local, State, and Federal standards and requirements governing early childhood education.
- Preschool Foundations and Curriculum Framework, Desired Results Developmental Profile
- State and federal programs, assessment and accountability systems, such as Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP)
- California Dashboard
- Multi-Tiered System of Support (MTSS)
- Universal Design for Learning (UDL)
- Effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, and effective instructional strategies/techniques.

Ability to:

- Analyze data, evaluate program needs; and plan, organize, and implement goals.
- Communicate effectively with schools, outside agencies, parents, students, and the public.
- Interpret, apply, and explain assessment data.
- Make presentations to a wide variety of audiences
- Use technology effectively for work completion, communication, and presentations
- Prioritize and schedule work
- Interact with and coach adult learners
- Maintain records and prepare reports
- Operate standard office equipment, including a computer and assigned software
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Working Conditions:
Environment:
• Indoor office work environment
• May encounter frequent interruptions
• Driving a vehicle to conduct work

Physical Demands (with or without reasonable accommodations):
• Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks.
• Facility and stamina to sit and stand for extended periods of time.
• Facility to see and read printed materials, with or without vision aids.
• Facility to hear and understand speech on the telephone, at normal room levels, and in workshop and training sessions.
• Facility to speak in audible tones so that others may understand clearly in normal conversation in person, on the telephone, and presenting at workshops and trainings.
• Manual dexterity to operate commonly used office equipment.
• Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds
• Facility to drive a vehicle

Education and Experience
A combination of training and experience, which would likely provide the required knowledge and abilities, may qualify. We reserve the right to determine if a candidate meets the qualifications.

Credential: (Required) Valid California Child Development Site Supervisor permit or greater
               --or--
               Valid California Multiple Subject Teaching Credential and meeting the coursework requirements* to qualify for the California Child Development Site Supervisor Permit or greater.

*Child Development Permit Matrix

Experience: (Required): A minimum of three years of teaching experience in Early Childhood Education
            (Desired): Experience in providing professional development
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OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Must provide proof of eligibility to work in the United States
- Must possess a valid California Driver’s License
- Must provide proof of automobile insurance coverage
- Fingerprint and Background clearance
- Valid Tuberculosis (TB) clearance

FLSA Status: Exempt

Employee Group: Certificated (unrepresented)

Grant Funded Position

For Office Use Only:

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have read, understand and received a copy of this job description.

______________________________  __________________
Employee Signature  Date

Created: May 2023