

SAN DIEGO COUNTY OFFICE OF EDUCATION  
**Certificated**

**CLASS TITLE: EARLY EDUCATION SPECIALIST**

**DEFINITION:**

Under general supervision, provides support and monitoring at the agency and site level, ensuring the implementation of the Quality Criteria/Services and early learning environment through consultation, professional development and guiding and monitoring the work of the Early Education Support Providers.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Monitor, implement and support all Quality Preschool Initiative (QPI) services at the agency level in collaboration with QPI coordinators and Agency Directors

Supervise and evaluate the work of Early Education Support Providers to ensure implementation of Quality Preschool Initiative (QPI) program

Monitors & Supports the implementation of the QPI Quality Criteria/Services

Monitor, implement and support the analysis of QPI Data to inform/ensure instructional integrity and parent involvement

Monitor and support QPI data collection activities

Monitors QPI expenditures to ensure they match outcome data & target quality improvement gaps

Ensure and monitor in collaboration with Agency Director implementation of the QPI Operating Guidelines

Design and support Professional Development strategy that will improve early learning and development, inclusion, family engagement and kindergarten transition

Ensure Agency Director, Site Supervisor/Area Managers participate in QPI Professional Development process and complete Professional Development Plans components

Collaborate with all QPI staff and QPI subcontractor staff to ensure successful QPI implementation

Design, plan, and implement PLCs and workshops based on Quality Criteria/Services, data trends and program needs

Monitor the focus on developmental needs per student based on outcome data of formative assessments such as: DRDP, CLASS, ASQ-3

Ensure ongoing attention to improving instructional strategies and teacher-child interactions

Monitor and support the Early Education Expert (EEE) using classroom data collected by the Local Evaluator (LE), DRDP trends, ASQ results and Classroom assessments to inform professional development for classroom teaching staff

Guide, design and monitors focus on: curricular language/literacy and early math skills, children with special needs, and Dual Language Learners

Monitors children's outcomes in language, literacy, and early math skills development

Guides Quality Improvement through identifying agency activities proven to increase teacher's instructional skills

Identify and support agency strategies that focus on the social-emotional development and behavioral skills of children ages 0 to 5 in early care and education programs

Support classroom programs or practices that are theory and research-based, proven to improve teacher's classroom management skills and interactions

Coaches and supports staff on a one-to-one basis to assist preschool teachers and early childcare providers with meeting their professional development goals

Prepare and present training sessions on a wide variety of early education topics to program participants in individual and group settings using materials from California Preschool Learning Foundations or other available resources.

Guides the integration of the following tools in assisting preschool classroom staff with design of lesson plans and implementation of classroom activities that are age-appropriate, culturally, linguistically appropriate and based on: California Department of Education infant/Toddler Learning and Development Foundations, California Preschool Learning Foundations, California Preschool Curriculum Framework and the California Preschool English Learners Guide

Collaborate with SDCOE Quality Preschool Initiative (QPI) staff to ensure successful QPI implementation

**NON-ESSENTIAL FUNCTIONS:**

Perform related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Possession of or eligibility for any one of the following:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit
- Multiple Subject Teaching Credential and Administrative Services Credential

**EDUCATION AND EXPERIENCE:**

Possession of a Master's Degree in Education or related field, and five (5) years of successful Early Education teaching with at least three (3) years of Early Childhood leadership experience.

Education, training and experience sufficient to demonstrate possession of the knowledge and abilities detailed below

**KNOWLEDGE AND ABILITY TO:**

Child growth and development; Early childhood curriculum and developmentally appropriate practices; Age, culture and linguistic appropriate activities; Quality improvement activities

proven to increase teachers' instructional skills; Current research and advancements in the child development field; Theory and research-based interventions; Quality Preschool Initiative requirements; state and local licensing requirements; effective strategies addressing the needs of Dual Language Learners; participate in ongoing PD related to early childhood development; Training and consulting skills, methods and techniques; Adult learning principals; knowledge of Family Child Care; computer applications and variety of software programs; supervise and evaluate assigned staff.

Knowledge of early childhood assessments:

- ASQ
- DRDP
- CAL Learning Foundation
- Curriculum Frameworks
- CLASS
- ECERS
- PEL Guide

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Office setting and/or training sites including preschool centers and home-based childcare centers. Worksites may be located in high-risk, low-income communities. Requires the ability to travel to and from various locations to provide information and trainings and attend meetings.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.