

**JOB DESCRIPTION**  
March 2017

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**EARLY CHILDHOOD SPECIALIST - EARLY CHILDHOOD EDUCATION**

**General Purpose:**

An Early Childhood Specialist - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Early Childhood Specialist - Early Childhood Education works with family child care providers and center-based teachers with increasing the quality of early learning programs.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Works with family child care providers and center-based directors, teachers and assistant teachers to plan and implement high quality early learning programs.
- Ensures the screening and assessment of children as specified for their age by program requirements.
- Discusses assessments with parents as required and prepares Developmental Profiles with appropriate activities for each child.
- Assesses family social needs and assists families in meeting those needs.
- Provides parent education and engages families in the program as required.
- Provides coaching and support to improve teacher/family child care provider effectiveness for Quality Improvement Rating Systems.
- Gathers data and completes required reports for a variety of federal, state and local early education programs.
- Responsible for ensuring Head Start/Early Head Start comprehensive services including child development health, special education, family engagement, nutrition and mental health services.
- Provides and coordinates early childhood trainings and workshops for parents and early educators.
- Oversees the nutrition portion of Family Child Care Homes and center-based child development programs.
- Manages a caseload of children and families, providing individualized child development and family support services.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- A Bachelor's degree in child development or related field is preferred.

**Experience:**

- Three years experience teaching children ages birth to five is preferred.
- Two years experience as a Site Supervisor, Center Director or Family Child Care Provider is preferred.

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- Experience in a Title 5, Head Start, Family Child Care or school district early education program is preferred.
- Two years experience as a Resource Teacher is preferred.

### **Knowledge, Skills and Abilities:**

- Knowledge of child development and learning, including Developmentally Appropriate Practices.
- Knowledge of early learning environments, curriculum and standards.
- Knowledge of child observation techniques, screening, assessment and documentation.
- Knowledge of child health, safety and nutrition.
- Knowledge of licensing and regulatory requirements for family child care and center based programs.
- Knowledge of effective teacher-child interactions, positive discipline and guidance.
- Knowledge of effective parent involvement and family engagement.
- Knowledge of culture, diversity and anti-bias curriculum.
- Knowledge of special needs and inclusion.
- Knowledge of coaching and mentoring techniques.
- Knowledge of Environment Rating Scales.
- Knowledge to gather, collate and/or classify data.
- Ability to use a variety of job related equipment.
- Ability to problem solve, analyze issues, create plans of action and reach solutions.
- Ability to train adults to enhance the cognitive, social-emotional and physical development of young children.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Ability to relate to children in a positive, authentic manner.
- Ability to work with adults from varying socio-economic and cultural backgrounds.
- Ability to organize and maintain orderly records.
- Ability to assess early childhood environments of and implement improvement plans.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- A Master Teacher Permit issued by the California Commission on Teacher Credentialing (CTC) is required.
- A Site Supervisor Permit or higher issued by the CTC is preferred.
- Must currently have or must obtain Pediatric CPR/First Aid/Health and Safety Training certification within 90 days of employment.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office, school environment, licensed child care center, or in private family child care homes, continuous contact with students, parents, child care providers, teachers, staff and representatives of other agencies.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Based upon education and experience

Reviewed and Approved:

Supervisor: Cathleen M. Hagan Date: 3/30/17

Human Resources: Yvette Date: 3/30/17