

**Job Title: EDUCATIONAL SPECIALIST-EARLY CHILDHOOD EDUCATION**

**Definition:**

Under the direction of the Director and /or Coordinator, Early Childhood Education Program (ECE), this employee will function as a Child Development Site Supervisor. This person will provide service in the care, development, and instruction of children in a child care and development program and may supervise Child Development Teachers, Child Development Associate Teachers, and/or Child Development Para Educators. This employee will serve as a facilitator of curriculum and staff development in a childcare and development program.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervise, train, and assist Child Development Teachers, Child Development Associate Teachers, and Child Development Para-educators in the implementation of research-based developmentally appropriate curriculum in a child care and development program.
2. Supervise and assist Child Development Teachers and Child Development Associate Teachers in preparing lesson plans, materials development, program implementation, and parent education.
3. Plan and implement staff development in the areas of curriculum, classroom management, developmental assessments, and family involvement.
4. Support administration in the planning, and facilitating of preschool in-service(s), family involvement activities, parent education, and other activities to support the preschool programs.
5. Will be required to perform duties at different preschool sites.
6. Plan and facilitate regular classroom staff meetings to provide support for individual classrooms.
7. Provide training and guidance to all ECE staff members in the implementation of research-based practices related to operating a high quality preschool program.
8. Maintain confidentiality of all information regarding staff members and enrolled families.
9. Participation in program planning and quality assurance to ensure that the appropriate steps are being implemented to meet the identified program goals.
10. Participate in monitoring program compliance with criteria set forth in the operational grants.
11. Direct responsibility to oversee the completion of daily progress notes, assessments, attendance, maintenance of files, and reports including inputting data in a computer database from individual classrooms.
12. Applicant must agree to continue professional development in addition to completing any necessary units, in compliance with renewal terms of Child Development Site Supervisor Permit.
13. Follow all program performance standards, funding terms and conditions, Title 5, Title 22 and licensing requirements (as applicable).
14. Perform other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Child development and developmentally appropriate practices.
- Basic understanding of special needs children
- Early Childhood Education rules and regulations
- Proper English usage, spelling, grammar, and punctuation
- Early literacy strategies

**Skill and Ability to:**

**Job Title:      EDUCATIONAL SPECIALIST-EARLY CHILDHOOD EDUCATION**

- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers and the public.
- Take initiative and work independently limited direction while handling multiple tasks and projects as well as follow directives from supervisors
- Demonstrate proficient office skills including the use of email, Word, Excel, office machines, and a student information database.
- Use tact, understanding, patience and courtesy when dealing with children and adults
- Understand and follow oral and written directions
- Complete required forms and produce written reports, maintain accurate records and meet time lines.
- Communicate effectively in the English language both orally and in writing.
- Communicate effectively with children and adults.
- Demonstrate knowledge of child abuse laws and procedures.
- Apply and create guidelines, policies, and requirements for general and special education preschool programs.
- Demonstrate punctuality in meeting deadlines, attending meetings and following schedules.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Maintain regular attendance and accurate records in timekeeping system and use sub-finder when necessary.
- Maintain professional confidentiality
- Dress and groom him/herself in a neat, clean, and appropriate manner for the assignment and work setting

**Education and Experience:**

- Current teaching credential
- BA in Child Development or related field
- Must hold or be eligible for a Child Development Site Supervisor Permit.
- Two years experience in an instructional capacity in an early childhood education program, working at least three hours per day, within the past five years.
- Valid/Current Adult/Infant First Aid and CPR certification

**Desirable Qualifications:**

- Bilingual
- Current NCI certification (Non-Violent Crisis Intervention)
- Experience in Early Intervention Program
- Knowledge of Emergent Literacy and research-based literacy strategies
- Experience in utilizing formative assessment data to guide instructional strategies
- Experience as a mentor teacher (formally or informally)
- Experience as a member of a site leadership team
- Experience presenting professional development workshops for parent education and/or staff training

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

**Job Title:      EDUCATIONAL SPECIALIST-EARLY CHILDHOOD EDUCATION**

- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- May be required to work at a computer terminal for prolonged periods
- Is subject to inside and outside environmental conditions.
- Required to complete and pass a health screening prior to being hired as a condition of employment.
- Required to have live scan fingerprinting completed and cleared prior to being hired as a condition of employment.
- May be required to attend periodic evening and/or weekend meetings and/or travel within and out of District boundaries to attend meetings.
- Provide own transportation to different preschool sites (Must have valid California driver's license)

**Job Title:** EDUCATIONAL SPECIALIST-EARLY CHILDHOOD EDUCATION

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

		<b>Lifting</b>			<b>Carrying</b>	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X		X		
26 – 50 lbs.		X		X		
51 – 75 lbs.		X		X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		

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