

## MONTEREY COUNTY OFFICE OF EDUCATION

### **EARLY CHILDHOOD EDUCATION MASTER TEACHER MIGRANT EDUCATION**

CLASSIFICATION: Certificated  
SALARY LEVEL: \$24.77/Hr with BA  
\$14.98/Hr without BA  
183; 7 Hours/Day

#### DEFINITION

Under the direction and supervision of the Coordinator/Administrator provides training to Regional Migrant ECE personnel and parents. Develops curricula and provides educational resources for staff, parents, and children. Reviews and evaluates programs to enhance compliance with state regulations and regional goals.

#### QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EXAMPLES OF DUTIES

##### ESSENTIAL DUTIES

Oversees the parent and/or education activities in a district MEES program or the Regional Early Childhood Education Component. Plans and assists the teaching staff to implement educational experiences for preschool children, parent training's, parent groups, and parent involvement in the education program, both in the classroom and at home. Assists in the design, development and delivery of in-service training programs and orientation for teaching staff and parents. Provides on site consultation to teaching staff providing feedback on lesson plans and activities. Meets regularly with teaching staff, coordinators, parents, and administrators, attends training's and workshops, and reports regularly to the Migrant Program Specialist and Coordinator/Administrator to discuss overall program progress. Assists teachers to develop a program that is responsive to the needs of each individual child and family. Oversees the process of all MEES required documentation and data collection. Monitors the on going programs to maintain quality and program effectiveness. Assists and advises in the purchase of education materials and classroom supplies and manages Regional lending library (Regional level only). Serves as a resource to all components in matters relating to early childhood education and parent education. Substitutes for Migrant ECE teachers as needed. Assists with recruitment and assignments of substitute teachers. Recruit and assigns substitute teachers and assistant teachers. Other duties as assigned.

#### PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Manual dexterity sufficient to write, use telephone, operate center equipment, and drive an automobile; Vision sufficient to read printed materials and to see at a distance; Hearing sufficient to conduct in person conversations with adults and children and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, to reach overhead and run; physical mobility sufficient to move rapidly about the work environment on varied surfaces indoors and outdoors, (office, District, from school or home site to site), to drive an automobile, and to respond to emergency situations; physical strength sufficient to lift forty-five (45) pounds; physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time and to

stand or walk for prolonged periods of time; Physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### REQUIRED QUALIFICATIONS

- ◆ Hold or be eligible for Master Teacher Permit or Site Supervisor Permit, or valid designated subjects credential: Adult Ed. (area of authorization Parent Education, Human Development or Family Management)
- ◆ Ability to communicate effectively in English and dominant language of population, both orally and written.
- ◆ Ability to establish and maintain cooperative relationships with those encountered in the course of employment
- ◆ Ability to keep accurate records
- ◆ Ability to physically carry out activities such as bend and/or stoop to maintain direct eye contact with preschool children, sit on the floor and/or preschool chairs; lift preschool child weighing up to forty-five pounds
- ◆ Ability to travel from site to site within the county
- ◆ Possession of a valid California Driver's License and the availability of an automobile with at least minimum insurance coverage required by law.
- ◆ Ability to work flexible work hours including some evenings and weekends
- ◆ Posses a certificate in Pediatric First Aid/CPR
- ◆ Prior experience in conduction trainings (i.e. Parents, ECE Literacy, Child Development)

#### DESIRABLE QUALIFICATIONS

- ◆ Experience in Parent Education or Early Childhood Education
- ◆ Two years teaching experience at the preschool level
- ◆ Demonstrated competence in ECE instructional methodologies
- ◆ Experience working with migrant population
- ◆ Experience working in a multi-cultural setting