

MONTEREY COUNTY OFFICE OF EDUCATION

**EDUCATION SPECIALIST
HEAD START PROGRAM**

CLASSIFICATION: Certificated Management
SALARY LEVEL: PT/CM/ES
WORK YEAR: 200

DEFINITION

Under general supervision provides training to all teaching personnel, develops curricula and provides educational resources for staff and parents. Reviews and evaluates program to enhance compliance with performance standards, and assists in the planning and coordination of the Educational Services Component.

SUPERVISOR

Educational Services Coordinator

POSITIONS SUPERVISED

None

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:

Carries out goals, policies, and activities designed to implement education objectives and performance standards. Assists in the preparation of the annual education component plan. Plans and assists the teaching staff to implement parents involvement in the education program both in the classroom and at home. Assists in the coordination of other components with the educational component. Develops and implements a plan and system of monitoring and evaluating educational activities, determines areas of weakness and takes corrective action or makes recommendations for corrective action. Assists in the design and development and delivers in-service training programs and orientation for teaching staff. Provides on-site consultation to teaching staff providing feedback on lesson plans and activities. Confers with staff regarding behavioral or learning problems and recommends methods of modifying inappropriate behavior and encouraging learning. Assists staff in the development of individual education plans and attends IEP meetings and parent/teacher conferences, as necessary. Ensures the program resources reflect the multi-cultural diversity of the children in the program. Establishes and maintains linkages with public schools. Meets regularly with teaching staff, coordinators, parents, public school teachers and administrators, attends training's and workshops, and reports regularly to the Educational Services Coordinator. Complies with Monterey County Office of Education Board Policies, Administrative Regulations, Head Start Policies and Performance Standards, and applicable Federal and State regulations.

OTHER DUTIES:

Studies and prepares recommendations on instructional materials, teaching, and related equipment and supplies. Substitutes for teaching staff when necessary to maintain compliance with title 22 staffing requirements. Routinely inspects center facilities to assure a clean, attractive and appropriate learning environment and checks for health, fire, safety and occupancy violations and takes necessary corrective action. Performs other tasks as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write, use telephone, business machines, operate an automobile; Vision sufficient to read printed materials; Hearing sufficient to conduct in person 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, and to reach overhead; Physical mobility sufficient to move about the work environment (office, district, from school or home site to site), and to drive an automobile; 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 and to stand and 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

- ◆ Children's Center Permit or Multiple Subject credential and 6 semester units in ECE or two years experience in ECE.
- ◆ Previous experience in providing training for teaching staff.
- ◆ Ability to maintain cooperative relationships with those encountered in the course of employment.
- ◆ Ability to communicate effectively in the English language both orally and in writing.
- ◆ Possession of a valid California Driver's License and the availability of an automobile with the state minimum insurance coverage.

DESIRABLE QUALIFICATIONS

- Completion of an accredited Home Economics and Related Occupations (HERO) or Regional Occupation Program (ROP) in Child Development Related Occupations.
- Six semester units of course work in ECE or CD
- Experience with pre-school age children
- Experience with planning, organizing and supervising pre-school activities and instruction
- Experience with High/Scope approach
- Experience working with special needs children
- Ability to prepare and maintain accurate records
- Knowledgeable about Head Start

Revised: 6/1/99

Policy Council Approval: 6/15/99

Board of Education Approval: