

# MONTEREY COUNTY OFFICE OF EDUCATION

## PROGRAM SPECIALIST, EARLY LEARNING EDUCATIONAL SERVICES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 63  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent or Senior Director of Educational Services the Program Specialist of Early Learning is responsible for providing professional level support to the Monterey County Local Child Care Planning Council (LPC) and the Monterey County Quality Rating Improvement System (QRIS) programs to promote, advocate, and improve the early development of children from prenatal to five years of age.

### **SUPERVISOR:**

Assistant Superintendent or Senior Director of Educational Services

### **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.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Role is twofold
- Work closely with child care providers, Head Start Program employees, state preschool employees, school districts, community-based organizations, civic groups, policymakers, and departments within the County Office of Education to develop and implement plans for providing child care and early learning services within Monterey County
- Creating goals and objectives and then analyzing, evaluating, and enhancing the services offered
- Responsible for the accurate collection, analysis, and reporting of QRIS program data Recommends methods of engaging the community in the development of a community-wide needs assessment
- Plans and conducts complex technical studies and research providing recommendations for action based upon the findings
- Prepares written documentation, including reports, studies, graphs, and press releases
- Provides technical assistance to contractors, staff and others whose work addresses the goals and objectives of the LPC and QRIS Strategic Plans

- Facilitates collaboration of efforts by contractors and stakeholders; assists funded agencies and contractors and staff with program development, implementation and evaluation
- Develops materials; coordinates training of the Council's programs
- Assists in the preparation of contracts and other documents
- Prepares and makes presentations to the Council, public officials, the public and other agencies
- Supervises personnel and monitors consultants
- Provide analysis and direction as it relates to the outcomes of QRIS data, including the Desired Results Developmental Profiles, Revised (DRDP-R) and child health.
- Generate customized reports as needed by the QRIS managerial staff.
- Train staff on the use of program software and may travel throughout the county to train teachers and audit student information

**OTHER DUTIES:**

Performs other job-related duties as required

**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 and business machines; 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 and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's degree from an accredited institution with a major in Early Childhood Development, Public Health, Public Administration, Communications, Education, Public Relations, Social Work, or a closely related field
- Two (2) years of relevant professional experience working in a school district, public agency or non-profit corporation, preferably involving the provision of services to children and/or families

**Knowledge of:**

- Early childhood development theories and practices; early care and education, program development and coordination, civic engagement, and working with school districts
- Program outcome based accountability, grant development, leveraging, preparation and administration of budgets, grants and contracts
- Principles and practices of basic supervision to assign, review, and evaluate and monitor the work of staff
- Program administration, evaluation and reporting
- Public relations
- Effective communication and public presentation methods and technology

- Principles and practice of public administration
- State, county and community political and policy-making processes
- Effective research and analytical techniques and practices; statistical methodology and analysis; technical and business writing
- Robert's Rules of Order and Ralph M. Brown Act for conducting meetings
- Knowledge of Title 22 and Community Care Licensing Requirements

**Skills and Abilities:**

- Plan meetings, create agendas, prepare minutes, deliver correspondence, develop action plans
- Prepare clear, concise and effective reports and recommendations
- analyze complex problems, consider alternatives, project consequences and adopt appropriate solutions
- Communicate effectively with individuals and groups
- Work effectively and collaboratively with a broad range of agencies, communities and individuals, including officials from service providers, early childhood organizations, such as First 5 Monterey County, and California Preschool Instructional Network, volunteers, and the general public
- Exhibit initiative, integrity and sound judgment
- Coordinate multiple activities
- work with minimum supervision
- Organize work, set priorities, meet critical deadlines and follow up on assignments
- Use a personal computer, other automated equipment and up-to-date software programs
- knowledge of and experience in utilizing Microsoft Office applications and Web browsers
- Use of the Internet and related technology to do research, to exchange information, and to perform other related tasks
- Follow safe work practices as directed and trained
- Provide leadership across diverse relationships, functions, resources, and systems
- Multi-task to manage multiple projects and assignments at the same time
- Initiate and implement constructive suggestions to improve office and administrative procedures
- Provide training and technical assistance to small and large groups
- Develop and oversee professional development plans for staff, teachers, partners and providers
- Be outgoing and vivacious
- Inspire others and be self-sufficient and self-motivated
- Communicate effectively in the English language both orally and in writing
- Understand and follow oral and written instructions
- Be courteous and respectful when handling complaints
- Process information in a discreet and confidential manner
- Comply with MCOE Board and Head Start Policies and Administrative Regulations and Performance Standards
- Comply with timely reporting to the California Department of Education, the LPC, QRIS and others
- Understand, interpret and apply pertinent provisions of laws, funding streams, and rules
- Work a flexible schedule depending on assignments
- Willingness to occasionally work weekends, evenings, and travel overnight and/or within and outside the County to attend meetings and conferences

**Desirable Qualifications:**

- Master's degree in a relevant field
- Bilingual

**Licenses and Certifications:**

- Valid California driver's license with evidence of insurability