

# **SAN MATEO COUNTY OFFICE OF EDUCATION**

## **Project Specialist, Early Learning Support Services**

### **JOB SUMMARY:**

Under the direction of the Executive Director, Early Learning Support Services (ELSS), coordinate project planning, data collection and analysis, project evaluation and reporting, necessary to accomplish ELSS program goals and objectives. Assist the Executive Director, staff, and community partners by providing data, tools, communications, information, trainings, meetings, in support of program evaluation and scope of work for high quality early learning and care, school readiness and program activities.

### **QUALIFICATIONS**

- Any combination of education and experience providing the job knowledge, skills, and ability for successful job performance will be considered for positions in this classification. Typical qualifications would be equivalent to:
  - **EDUCATION:** Bachelor's degree in Early Childhood Education, Public Administration, Organizational Development, Statistics, or related field
  - **EXPERIENCE:** Three (3) years of increasingly responsible work experience working in early childhood education-related fields linked to program planning and implementation, project management and coordination, and program budgeting and evaluation.

### **ESSENTIAL DUTIES:**

- Oversee database development, data monitoring, analysis and reporting for early learning quality improvement initiatives. Work closely with ELSS staff and subcontracted agencies to provide information, training and technical assistance to ensure timely and accurate data collection
- Coordinate program evaluation development and implementation. Prepare and conduct activities to meet early learning evaluation needs and the requirements of external evaluation and data reporting as required by grants and funders
- Develop, modify, and disseminate data collection tools, forms, surveys, protocols and reporting templates needed to meet evaluation requirements
- Develop and implement new methods to evaluate the effectiveness of early learning quality improvement activities
- Prepare for and train ELSS staff, partners, subcontractors, school districts and preschool programs in the department's centralized early learning community database. Update database instruction documents
- Provide technical assistance to partners, contractors, subcontractors, and County Office of Education staff regarding program design, assessment tools and measures, and evaluation requirements
- Prepare report, responses and presentations to requests for data, analysis, or support regarding evaluation and data collection by funders and ELSS partners, the media or other agencies/individuals
- Visit early childhood sites to observe and assess classroom/program quality using appropriate measures for evaluation purposes

formats and graphic representations to advance local knowledge and practice in early learning. Collect and synthesize research on best practices in early learning and family services

- Prepare, write, and review reports and prepare responses to grants and funding proposals
- Plan, prepare, conduct, and participate in meetings with ELSS staff, partners, subcontractors and funders to design and implement annual scope of work and budget related activities
- Prepare applications, outreach materials, and supporting documents needed for the implementation of ELSS strategies
- Partner with the Executive Director of ELSS on program strategies using data and trends
- Act as a liaison to the community; represent the County Office of Education and the ELSS Executive Director
- Assist in the implementation of project objectives that promote significant achievement of children of color, children living in poverty, children with special needs and dual language learners
- Provide consultation and technical assistance on data collection and evaluation topics to ELSS subcontractors and their staff at multiple locations throughout San Mateo County
- Attend and participate in a variety of meetings, conferences, workshops, training sessions and seminars related to the ELSS and related early childhood education training functions; coordinate and facilitate ELSS meetings as directed, support and participate in the activities of the Instructional Services Division and the ELSS department
- Operate a variety of office equipment including a computer and assigned software; monitor and utilize databases; drive a vehicle to conduct work
- Perform other duties as assigned.

#### KNOWLEDGE AND ABILITIES:

- Knowledge of significant and related early childhood research and evaluation design, methodology and communication of findings
- Knowledge of database development, statistical analysis and reporting of data for evaluation purposes
- Knowledge of statistical analysis, coding languages for statistical analysis, and data manipulation and representation using Excel, STATA, or other similar programs
- Ability to operate a computer and utilize assigned software, including performing statistical analysis, applying statistical coding language, and performing data manipulation and representation using Excel, STATA, and other similar programs
- Knowledge of principal theories, best practices, policies, procedures and techniques in providing effective care, supervision and early learning activities to preschool children within the context of multiple and diverse cultural and linguistic settings
- Ability to perform assessments on early childhood classrooms/programs using appropriate research tools and measures for evaluation and monitoring purposes
- Knowledge of educational programs, services, standards, requirements and procedures related to early childhood education in a multicultural, multilingual community, such as San Mateo County
- Ability to plan and facilitate meetings with multiple stakeholders within a collaborative structure.
- Ability to establish and maintain effective work relationships with diverse community partners

objectives of assigned programs and activities, including but not limited to Title 22 Community Care Licensing and Title 5 California Education Code

- Knowledge of applicable laws, codes, regulations, policies and procedures related to data usage, research protocols on human subjects, data security and confidentiality
- Ability to interpret, apply and explain applicable laws, codes, regulations, policies and procedures
- Knowledge of practices and procedures involved in developing and implementing training activities for adults
- Ability to facilitate groups in planning, problem solving and decision-making
- Knowledge of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children
- Ability to work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds
- Knowledge of record-keeping and report preparation techniques
- Ability to prepare and maintain various records and reports related to assigned activities
- Ability to prepare concise reports and recommendations using data in various report formats and representations
- Knowledge of oral and written communication skills
- Ability to communicate effectively both orally and in writing
- Knowledge of public speaking techniques
- Ability to prepare and deliver oral and written presentations using various data, formats and graphic representations
- Knowledge of interpersonal skills using tact, patience, courtesy and cultural sensitivity
- Ability to establish and maintain cooperative and effective working relationships with others
- Knowledge of operation of a computer and assigned software
- Ability to operate a computer and assigned software
- Knowledge of effective staff supervision
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to plan and organize work
- Ability to meet schedules and timelines

#### ENVIRONMENT:

- Indoor office environment
- Driving a vehicle to conduct work

#### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling, or crouching to file materials