

## SAN MATEO COUNTY OFFICE OF EDUCATION

### CLASS TITLE: PROJECT SPECIALIST, EARLY LEARNING AND SUPPORT SERVICES

#### BASIC FUNCTION:

Under the direction of the Coordinator, Early Learning Quality Improvement Initiatives (ELQII), coordinate project planning, project management, data collection and analysis, and reporting, necessary to accomplish The Big Lift program goals and objectives. Assist the Coordinator, Early Learning Support Services (ELSS) staff, Big Lift funders and community partners by providing tools, communications, information, trainings, and meetings in support of the The Big Lift's early learning quality improvement and evaluation objectives. This position will have a focus on developmental screening, technology integration, and data driven practice, and will also address other aspects of The Big Lift scope of work and evaluation.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Coordinate supports provided to early learning programs for implementation of developmental screening and assessment instruments, including the Ages & Stages Questionnaire (ASQ) and Ages & Stages Questionnaire: Social Emotional (ASQ:SE).

Support the successful implementation of one seamless, countywide online data hub for early screening data.

Train and provide assistance to Big Lift grantees in the effective use of the Online ASQ data system. Monitor the system for quality assurance and build grantee capacity for strong referral pathways and care coordination.

Coordinate local implementation of an evidence-based, kindergarten readiness family text-messaging program (Ready4K!). Work with Big Lift programs and partners to develop locally specific content, and custom messaging. Obtain feedback from programs about how local content is working and use feedback to improve messaging efforts.

Support early learning programs to better integrate and leverage available technology for quality improvement, such as the DRDP-Tech, Online ASQ, and the Cocoa data system used by Big Lift programs. Help ensure that programs and applicable staff understand these technologies and provide training and technical assistance in using related data for continuous quality improvement.

Provide technical assistance and training to partners regarding program design, screening and assessment tools and measures, and evaluation requirements, including those measures and tools within the California

Quality Rating and Improvement System (CA-QRIS) and used by The Big Lift.

Prepare, write and review reports and prepare responses to grants and funding proposals.

Plan, prepare, conduct and participate in meetings with ELSS and Big Lift staff, partners, subcontractors and funders to design and implement annual scope of work and budget related activities.

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Prepare applications, outreach materials and supporting documents needed for the implementation of ELSS and Big Lift strategies.

Act as a liaison to the community; represent the County Office of Education and the Early Learning Support Services unit and attend local Big Lift collaborative meetings.

Assist in the implementation of project objectives that promote significant achievement of children of color, children living in poverty, and English learners.

Identify needs for technical assistance and support among Big Lift grantees and develop a plan to address them. Provide consultation and technical assistance to ELSS and Big Lift grantees and their staffs at multiple locations throughout San Mateo County on a regular and ongoing basis; respond to inquiries and provide detailed and technical information concerning related services, trainings, resources, standards, requirements, principles, strategies, theories, practices, techniques, laws, codes, regulations, policies and procedures.

Operate a variety of office equipment including a computer and assigned software; monitor and utilize databases; drive a vehicle to conduct work.

Supervise administrative assistants.

Attend and participate in a variety of meetings, conferences, workshops, training sessions and seminars related to the ELSS, Big Lift and related early childhood education training functions; coordinate and facilitate ELSS and Big Lift meetings as directed, support and participate in the activities of the Instructional Services Division, ESS Department, and the ELSS program.

#### OTHER DUTIES:

Perform related other duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Early developmental screening practices and systems.

Data systems and technology use within preschool or other family serving programs.

Familiarity with the California Quality Rating and Improvement System (QRIS) and related assessment tools such as the ECERS, CLASS, DRDP and ASQ/ASQ:SE.

Database development, descriptive data analysis and reporting of data for evaluation purposes.

Statistical and data manipulation and representation using Excel, SPSS, or other similar programs.

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

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linguistic settings.

Educational programs, services, standards, requirements and procedures related to early childhood education in a multicultural, multilingual community, such as San Mateo County.

Practices and procedures involved in developing and implementing training activities for adults.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children.

Local, state and federal standards and requirements governing policies and objectives of assigned programs and activities, including but not limited to Title 22 Community Care Licensing and Title 5 Education Code.

Applicable laws, codes, regulations, policies and procedures related to data usage, research protocols on human subjects, data security and confidentiality.

Record-keeping and report preparation techniques.

Excellent oral and written communication skills.

Interpersonal skills using tact, patience, courtesy and cultural sensitivity.

Operation of a computer and assigned software.

Excellent public speaking techniques.

Effective staff supervision

**ABILITY TO:**

Plan and facilitate meetings with multiple stakeholders within a collaborative structure.

Establish and maintain effective work relationships with diverse community partners.

Build capacity and integrate data and technology use into existing programs.

Prepare concise reports and recommendations using data in various report formats and representations.

Operate a computer and utilize assigned software, including data manipulation and representation using Excel, SPSS, and other similar programs.

Manage collaborative community projects; develop effective plans for meeting goals, establish timelines and measurable checkpoints, estimate required resources, and anticipate obstacles.

Facilitate groups in planning, problem solving and decision-making.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.

Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral and written presentations using various data, formats and graphic representations.

Meet schedules and time lines.

Plan and organize work.

Operate a computer and assigned software.

Prepare and maintain various records and reports related to assigned activities.

Provide effective supervision of administrative staff.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a bachelor's degree in early childhood education, public administration, organizational development or related field and three 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.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.