SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SPECIALIST, EARLY LEARNING CAREER PATHWAYS

BASIC FUNCTION:
Under the direction of the Coordinator, Child Care Partnership Council, provide technical support, guidance and advice to staff seeking careers in early childhood education; build relationships and collaborate with programs and agencies to serve as recruitment pipelines for early childhood educators; perform outreach and public relations to promote awareness of early childhood education career opportunities.

ESSENTIAL DUTIES:
Provide advice and assist existing and aspiring early learning staff on obtaining required credentials, degrees, or experiences necessary for careers in early learning education; provide information and guidance to prospective early learning educators in accessing local workforce pathway programs.

Gather and share information on wrap-around services, businesses and other resources to support individuals in their career development; remain up-to-date on scholarship opportunities and other potential career and/or early childhood financial support that help individuals remain in the field.

Develop relationships with child care and early learning programs, and share information with program directors to aid in supporting their staff achieve higher education or professional development goals.

Build relationships with programs and agencies from which potential early childhood educators can be recruited, such as early childhood career tech programs, local high schools, colleges and universities, and job/career focused agencies.

Develop relationships with Local Educational Agencies (LEAs) to support the establishment of pathways for high school students interested in careers in early learning or in P–3 teaching through clubs, registered apprenticeships, or other such early recruitment opportunities.

Enter data into multiple child development program databases to document recruitment and retention efforts, produce a variety of reports and monitor the education and training of participants to ensure their success; identify and document gaps and career advancement challenges faced by early learning professionals, and prepare and submit data reports accordingly to the Child Care Partnership Council (CCPC), the CCPC workforce committee, the San Mateo County Board of Supervisors and the SMCOE Cabinet.

Support the CCPC’s advocacy efforts related to workforce development through collection of data and development of communications materials.

Communicate with staff, faculty, administrators, school districts, governmental organizations, outside agencies and the public to exchange information, coordinate activities, support partnerships, and resolve issues or concerns.

Support the development of materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of early learning workforce recruitment and retention.

Work with the Early Learning Support Services professional development team to ensure relevant training/professional development opportunities are available for early learning educators.
Provide guidance and advice on classes or other experiences needed for early learning professionals to advance their degree and/or career; respond to inquiries concerning standards, practices, timelines, policies, laws and regulations related to careers in child care and early learning settings.

 Coordinate with County Office credentialing services to ensure that Child Development Permit credentialing assistance is available; assist individuals seeking a Child Development Permit with the application process; notify applicants of coursework required to meet permit requirements; advise individuals as to what resources are available to assist with applying for permits.

 Work with local entrepreneurship support programs to help early learning providers build business skills.

 Join local and regional workforce collaboratives and perform outreach and public relations to keep the community informed of career opportunities in early learning education.

 Collaborate with partners to advise and support teachers in applying for credentialing programs or teacher residency grant programs.

 Connect with institutions of higher education and professional development providers to build professional networks for the purpose of supporting prospective teachers with acquiring necessary college coursework credit.

 Create, organize, and maintain accurate records, and protect the confidentiality of those records and related information.

 Attend, conduct and participate in a variety of meetings, conferences and workshops related to career development.

 Gather and analyze data to produce state, federal, and local reports as required.

 **OTHER DUTIES:**

 Perform related duties as assigned.

 **KNOWLEDGE OF:**

 Commission on Teacher Credentialing and SMCOE policies and requirements regarding Child Development Permits.

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

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

 Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students and early learning staff.

 Oral and written communication skills.

 Applicable laws, codes, regulations, policies and procedures.

 Basic concepts, methods and procedures for data collection and analysis

 Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience, courtesy and cultural sensitivity.
Bilingual in Spanish preferred.

ABILITY TO:
Establish and maintain cooperative ongoing relationships with community agencies, institutes of higher education, and people involved in professional growth advising.
Read, interpret, apply, and explain laws, codes, rules, and regulations pertaining to the issuance of child development permits.
Provide consultation to staff, administrators, applicants, school districts and others concerning credential eligibility, applications, requirements and procedures.
Provide advice and consultation regarding education and work experience required for employment in early learning education; answer technical and difficult questions.
Understand and use a variety of computer applications and child development databases.
Generate a variety of reports, analyze data and make conclusions
Operate a computer and assigned office equipment.
Meet schedules and timelines.
Oversee and participate in the preparation and maintenance of various reports, records and files.
Prepare and deliver oral and written presentations using various data, formats and graphic representations.
Complete assignments successfully with minimum direction and supervision.
Ability to work occasional evening and weekend hours within the work week
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to: A Bachelor degree in Early Childhood Education or related field, and two years’ experience teaching or working in an early childhood education program.

LICENSES AND OTHER REQUIREMENTS:
California Child Development Teacher or higher-level Permit preferred.
Valid California Driver’s License.

ENVIRONMENT:
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 and make presentations.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.