

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PROJECT SPECIALIST, EARLY CHILDHOOD LANGUAGE DEVELOPMENT INSTITUTE**

#### **BASIC FUNCTION:**

Under the direction of the Manager, State Preschool Program coordinate communications, information, trainings, meetings, workshops and resources in support of the Early Childhood Language Development Institute (ECLDI) project to enhance achievement among identified children; provide consultation and technical assistance to trainers, providers, parents and others concerning ECLDI and early childhood education.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate communications, information, trainings, meetings, workshops and resources in support of the ECLDI project to enhance achievement among identified children; monitor, evaluate and adjust Project activities in response to parent, child, provider and community needs related to early childhood education and language development.

Participate and confer with Project staff in the development of training sessions and activities for parents and early childhood education providers; review, analyze and provide input to trainers concerning training activities; participate in the preparation, development, formatting and editing of the ECLDI training manual and related materials; participate in the recruitment of trainers.

Provide consultation and technical assistance to trainers, providers, parents and others concerning ECLDI and early childhood education; 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.

Coordinate ECLDI communications and information between Project staff, administrators, parents, providers, community resources, outside agencies and the community; collaborate with community partners, early childhood education resources and others in the scheduling and coordination of ECLDI workshops for teachers and parents.

Serve as a liaison and provide technical support for the Latchkey program in the areas of Program implementation and financial reporting; provide technical resources and assistance to Program staff and administrators.

Monitor and assess Project services and activities for educational effectiveness and operational efficiency; assist in the development and implementation of policies and procedures to enhance the educational effectiveness and operational efficiency of ECLDI services.

Establish, develop and maintain partnerships to facilitate and enhance support for Project services and

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activities; collaborate with partners to implement Project principles, materials and trainings in the early childhood education community and related services.

Compile, review and analyze a variety of technical data and information related to ECLDI; assist with developing demographic and evaluation forms for workshops; participate in database development for monitoring the collection of client data; prepare, distribute and collect assessment surveys and questionnaires as directed.

Assist with strategic planning for the ECLDI project; assist in the implementation of Project goals, objectives, policies and procedures; prepare, develop and disseminate informational and training packets and materials.

Compile information and prepare and maintain a variety of records, reports and files related to training, strategic planning, Project progress and assigned activities.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; initiate and receive telephone calls; prepare, distribute and respond to a variety of Project-related correspondence.

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

Participate in a variety of other assigned activities such as assisting with fundraising events and ordering training materials

Attend and participate in a variety of meetings, conferences, workshops, training sessions and seminars related to the ECLDI project and related early childhood education training functions; coordinate and facilitate ECLDI Advisory Committee meetings as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices and procedures involved in providing care and learning activities to preschool-age children.

Principles of child development and early childhood education.

Educational programs, services, standards, requirements and procedures related to ECLDI and early childhood education.

Curriculum standards, interpretation and application in early childhood education programs.

First and second language development in young children.

Practices and procedures involved in developing and implementing training activities.

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Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children.  
Local, State and federal standards and requirements governing ECLDI.  
Policies and objectives of assigned programs and activities.  
Applicable laws, codes, regulations, policies and procedures.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Public speaking techniques.

**ABILITY TO:**

Coordinate communications, information, trainings, meetings, workshops and resources in support of the ECLDI project to enhance achievement among identified children.  
Provide consultation and technical assistance to trainers, providers, parents and others concerning ECLDI and early childhood education.  
Participate and confer with Project staff in the development of training sessions and activities for parents and early childhood education providers.  
Serve as a liaison and provide technical support for the Latchkey program in the areas of Program implementation and financial reporting.  
Assist with strategic planning for the ECLDI project.  
Establish, develop and maintain partnerships to facilitate and enhance support for Project services.  
Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.  
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 presentations.  
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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's 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:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.