

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

### **CLASS TITLE: PROJECT SPECIALIST, EARLY LEARNING FAMILY SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Manager, State Preschool Program and Coordinator, Early Learning Quality Improvement Initiatives, the Project Specialist, Family Services supports the family support goals of the Early Learning Support Services' (ELSS) department and San Mateo County Office of Education (SMCOE).

The Project Specialist – Early Learning Family Services will serve as a resource to programs and families and provide the technical expertise to support early learning and care programs, ELSS staff and community partners to implement best practices related to family support services. This classification will support programs by providing tools, information and trainings to align services, policies and systems to a common set of measurable outcomes.

#### **REPRESENTATIVE DUTIES:**

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

Identify, establish and create tools and opportunities to integrate family support into elements of quality so that family support is embedded in Big Lift, State Preschool programs and other ELSS programs.

Coordinate and lead professional learning communities and affinity groups that bring together family engagement and support staff to align and improve the efficacy of family support services.

Provide and develop - in partnership with the early learning community - research, facilitation and systems level solutions that improve practices and establish common standards across programs in the following areas: family intake and assessment, resource and referral, culturally appropriate case management and service navigation, goal setting and motivational interviewing, parent education focused on the parent-child relationship, child development, home learning for the 0-5 population, and tracking of family needs and goal acquisition.

Work with ELSS programs to develop implementation measures that demonstrate robust family support practices. Support Big Lift and State Preschool programs in data collection that demonstrate progress on those metrics.

Provide technical assistance and support as needed to improve site level practices.

Develop strategies to ensure parent voice in Big Lift and State Preschool decision making, for example through the use of focus groups, surveys and/or intentional parent input opportunities at direct services sites.

Ensure family support standards and practices actively incorporate and integrate with developmental screening practices within programs. Help preschool programs connect developmental screening to their over-arching referral and care coordination pathways for a comprehensive approach to meeting family needs.

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

Coordinate local messaging for the Ready4K! evidence-based, family text messaging program, including working with Big Lift and State Preschool programs and partners to develop locally specific content. Interface with ParentPowered (parent organization of Ready4K!) to coordinate custom messaging. Obtain feedback from programs and families about how local content is working and use feedback to improve messaging efforts.

Coordinate and support the provision of high quality, evidence-based parent education, identifying a menu of high impact parent education opportunities for Big Lift and State Preschool programs. Coordinate and provide training of trainers opportunities to support the community in providing high quality parent education, and serve as a trainer and direct facilitator of parent education series.

Prepare, write and review reports and prepare responses to grants and funding proposals related to family support services.

Act as a liaison to the community; represent the County Office of Education and the ELSS department.

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

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

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

Design and implement family centered protocols and practices for the ELSS department.

#### **OTHER DUTIES:**

Perform related duties as assigned.

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

##### **KNOWLEDGE OF:**

Early childhood development and whole family/ecosystems approaches to early childhood development.

Ground level experience providing direct services and support to families with young children and ability to use the experience to support and lead other family services practitioners and ECE teachers.

Principals, practices, methods and strategies of social work, counseling, case management and mental health services.

Assessment methods for identifying complex family needs.

Motivational interviewing and relationship building strategies for family empowerment and goal setting.

Project management and facilitation strategies for complex, multi-partner community initiatives.

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

Comprehensive child and family service systems (public health, mental health, juvenile justice, education, human and social services)

Practices and procedures involved in developing and implementing training activities for adults. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County children.

Data systems and technology use within family serving programs.

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

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.

Local, state and federal standards and requirements governing policies and objectives of early learning programs and activities e.g., Title 22 Community Care Licensing, Title 5 Education Code, and Head Start (desired, but not required).

#### **ABILITY TO:**

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

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

Provide engaging and high impact training to service providers and parents using interactive adult learning strategies

Engage in systems level analysis of community problems; identify root causes of community and equity challenges; develop strategies that build institutional capacity and address root causes of inequities.

Establish and maintain effective work relationships with diverse community partners.

Build capacity and support effective change management within organizations, using the principles and practices of implementation science.

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

Operate a computer and utilize assigned software, including MS Office, MS Powerpoint, MS Excel, Adobe Acrobat and other similar programs.

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.

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

Meet schedules and timelines.

Plan and organize work.

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

Provide effective supervision of administrative staff.

***Project Specialist, Early Learning Family Services***

**EDUCATION AND EXPERIENCE:**

Any combination of education and/or experience equivalent to:

A bachelor's degree in psychology, sociology, or related behavioral science or similar and at least three (3) years of building large scale family engagement systems or increasingly responsible work experience working directly with families in a social work, school, counseling, psychology or mental health setting and experience leading and supporting similar family services staff.

Experience working with children and families of color, monolingual immigrant children and families, families with a child with disabilities and special needs, families experiencing trauma, and underserved families.

Bilingual English/Spanish or English/Chinese preferred

Master's Degree in social work, counseling or psychology preferred

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**Approved by Personnel Commission:**

***Revised:* May 11, 2022**

**September 8, 2021**