

**SAN MATEO COUNTY OFFICE OF
EDUCATION**

CLASS TITLE: PROJECT SPECIALIST, CALIFORNIA STATE PRESCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the Manager, State Preschool Program coordinate communications, information, staff meetings, and professional development training for pre-school providers within the California State Preschool Program (CSPP); coordinate pre-school program compliance and provide technical support services and information to ensure pre-school programs provide high quality early learning and care, school readiness educational activities.

REPRESENTATIVE DUTIES:

Coordinate communications, staff meetings, program compliance and professional development workshops in support of CSPP services provided by pre-school contractors; plan educational activities designed to enhance achievement among identified children, and ensure compliance with established program standards, contract specifications, and legal regulations.

Support services designed to meet community and family needs for equitable high-quality early education and care.

Provide consultation and technical assistance to state preschool subcontractors and their staff at multiple locations throughout San Mateo County on a regular and ongoing basis; respond to inquiries and provide technical information concerning program services, trainings, resources, standards, requirements, principles, strategies, theories, practices, techniques, laws, codes, regulations, policies and procedures.

Coordinate CSPP communications and information among CSPP staff, subcontractor administrators, parents, school providers, outside agencies and the community; collaborate with community partners, early childhood education resource providers and ensure compliance with established standards, requirements and contract specifications.

Visit child care sites to observe classroom activities, confer with pre-school staff, provide technical support, and assure child development and family support needs are being met in a culturally and linguistically appropriate context; identify and assure proper and timely resolution of compliance issues.

Coordinate, develop, implement and conduct professional development training for staff, parents (families), personnel, administrators related to early childhood education services.

Collect, compile, review and analyze a variety of technical data and information related to CSPP; monitor child assessment data by classroom, teacher, site, agency and County.

Prepare, develop and disseminate informational and training packets and materials.

Compile and analyze pre-school program student data and prepare compliance reports.

Attend and participate in a variety of meetings, conferences, workshops, training sessions and seminars related to the CSPP and related early childhood education training functions; coordinate and facilitate CSPP meetings as directed, support and participate in the activities of the Instructional Services Division, Educational Support Services Department, and the Early Learning Support Services Program.

Supervise program administrative support staff.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

Principles of child development and early childhood education including first and second language acquisition, and strategies to support dual-language learners and their families in a context of early education and care.

Educational programs, services, standards, requirements and procedures related to early childhood education in a multicultural, multilingual community.

Early Learning Foundations, interpretation and application in early childhood education programs.

Practices and procedures involved in developing and implementing training activities.

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

Local, State and federal standards and requirements governing CSPP, 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.

Record-keeping and report preparation techniques.

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

Operation of a computer and assigned software.

Effective staff supervision

ABILITY TO:

Prepare, coordinate, and provide communications, information, trainings, meetings, workshops and resources in support of the CSPP operations and activities.

Provide consultation and technical assistance to subcontractors, trainers, parents and others concerning high quality early childhood education, and CSPP operations and activities.

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

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

Visit child care sites to observe classroom activities, confer with staff, provide technical support, review documentation and assure child development and family support needs are being met.

Monitor child care services provided by subcontractors to assure compliance with established standards, requirements and contract specifications.

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 presentations.

Meet schedules and time lines.

Plan and organize work.

Prepare clear and concise written communications and study reports.

Plan and deliver oral presentations.

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 degree in Early Childhood Education or related field, and two years' experience teaching or working in an early childhood education program.

LICENSES & OTHER REQUIREMENTS:

Possession of a valid California Child Development Program Director Permit

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.

LICENSES:

Valid California Driver's License

Personnel Commission Approval:

Revised: September 14, 2022

May 8, 2013