Job Description  PROGRAM SPECIALIST  
Early Childhood Education/Child Development

BASIC FUNCTION
Under the direction of the Director of Early Childhood Education, the Program Specialist will:

- Observe, consult with, coach, and assist preschool and children center teachers with instructional practices, curriculum, behavior management, and parent involvement.
- Participate in planning and implementation of professional development, program development, and program improvement for preschool and children centers.
- Participate in planning and implementation of department level parent involvement activities, including: workshops, information events, and surveys.
- Ensure all preschool classrooms are compliant with Community Care Licensing regulations and all regulations regarding the funding source assigned, i.e. Head Start, State, First 5, etc.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Plan program, provide resource materials for instructional improvement in preschool and children center programs.
- Consult with Director of Early Childhood Education, Coordinators, outside collaborative agencies and site staff in program compliance and improvement.
- Assist in the collection and analysis of data including: parent surveys, Desired Results Developmental Plan revised results, Early Childhood Environmental Rating Scale, Early Language & Literacy Classroom Observations, other assessments as required.
- Facilitate the Care Management Team for supporting children and families at various sites, using the Preschool Student Assistance Plan.
- Assist with kindergarten transition activities.

QUALIFICATIONS
Knowledge of:

- Early childhood education theory and practice, preschool curriculum, Preschool Learning Foundations, Desired Results Developmental Profile revised, Early Childhood Environmental Rating Scale, and other assessments; District, department, and division goals.
- Compliance regulations for Community Care Licensing, Head Start, State, and First 5 Sacramento.
- Services and support availability within Twin Rivers Unified School District departments and outside community agencies.
- Strategies for involving and supporting families in the education of young children.
- Professional development.
- Preschool Student Assistance Plan process.
Ability to:

- Communicate family friendly focus to benefit the children through principles and techniques of effective leadership and conflict management.
- Assess individual teacher, child, and family needs for support and/or program improvement.
- Facilitate children’s support meetings with parents, staff, inter and intra agency personnel.
- Communicate orally and in writing to effectively express thoughts, ideas, materials, and instructions clearly to staff, parents, and inter and intra agency personnel.
- Participate in department staff meetings as needed.
- Manage and prioritize multiple activities; utilize technology hardware and multiple databases for accurate reporting; and maintain accurate records.
- Travel within and outside district boundaries for site visits and agency collaboration.
- Attend events and/or facilitate meetings occurring after normal business hours.

EXPERIENCE & EDUCATION

BA degree in Child Development or Human Development preferred, five years of teaching experience in preschool or kindergarten setting including experience as a lead teacher.

CREDENTIAL

Multiple subjects credential.

LICENSE

California Driver’s License and proof of insurance.

WORKING CONDITIONS

Environment:
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to.

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Sit, stand or walk for extended periods of time.
- Bend at the waist, kneel or crouch to file materials.
- Reach above shoulders to file materials.
- Climb a stool/ladder.
- Doctor’s medical clearance as required by Community Care Licensing

Hazards:

None identified.