



NEW:
07/01/2016

JOB TITLE:	EARLY CHILDHOOD OPERATIONS AND COMPREHENSIVE SERVICES SPECIALIST
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/Grade 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8463
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, developing and administering all components assigned, in accordance with State and Federal Early Childhood guidelines. Responsible for working with other areas to ensure maximum integration of the components and collaborates with other programs in the district to provide maximum services to children and their families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Reviews short-range and long-term plans and goals with the Director of Early Childhood and programs staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems and services
- Plans, develops and updates component work plans, budget requests and procedures
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned
- Monitors component services and provides technical assistance when applicable
- Researches past and current practices in all Early Childhood areas assigned and integrates research in all areas of responsibility
- Provides plans, monthly progress reports and other program reports as needed
- Works cooperatively with the designated Early Childhood coordinator and Early Childhood staff development personnel to provide in-service training in area of assignment
- Collaborates, maintains communication, and works closely with district staff, local school staff, district and organization governance, and community members to provide maximum services to the children and their families
- Maintains comprehensive and confidential records as required
- Assures compliance with federal, state, and district policy, administrative procedures and negotiated agreements as applicable to assignment
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights

MINIMUM QUALIFICATIONS

- Bachelor's Degree or higher with area or major in area of assignment
- Five (5) years' experience in working with low-income families
- Three (3) years supervisory experience
- Knowledge of community resources

Ability to communicate effectively with others
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DESIRABLE QUALIFICATIONS

Master's degree

Administration and/or supervision certificate or endorsement
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Successful experience in area of research methods and strategies
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