



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST EARLY CHILDHOOD OPERATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/Grade 9
WORK YEAR:	AS APPROVED BY THE BOARD
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 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
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**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 of experience in working with low-income families

Three (3) years of supervisory experience
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Knowledge of community resources
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Ability to communicate effectively with others
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<b>DESIRABLE QUALIFICATIONS</b>
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Master's degree
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Administration and/or supervision certificate or endorsement (Principal Certification)
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Successful experience in area of research methods and strategies
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Experience in a diverse workplace
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