

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: EDUCATION SPECIALIST

BASIC FUNCTION:

Under general direction, carries out goals, policies, and activities to implement Head Start and Early Head Start Education Services objectives and Performance Standards. Provide training and assistance to staff and parents in the area of education and child development, and assist in the coordination of transition services and activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Participate in the selection of staff. Provide input to teacher evaluations. Provide direction, guidance, modeling and support to center based teachers to strengthen the infant, toddler and early childhood programs, and assure compliance with Performance Standards. Provide or arrange for staff and parent training in accordance with the training plan. Maintain a viable substitute list and arrange for substitutes as authorized. Substitute in a teacher's temporary absence if no other substitute is available, and adult to student ratios will not comply with regulation.

Participate in the development of the integrated education and early childhood development plan for Head Start and Early Head Start. Make regular site visits to observe and evaluate infant, toddler, and child development plans and activities to assure services are provided in accordance with the plan; that environments both indoors and out are clean, healthy, well-organized and have sufficient developmentally and culturally appropriate materials and planned activities to support achievement of goals and objectives. Evaluate curricula and lesson plans.

Monitor parent involvement to assure parents are provided with ample opportunities to participate in individualized planning for the parent's own child; that education staff are assisting parents to gain skills and knowledge about infant, toddler, child growth and development; that home visits and parent conferences are occurring in accordance with Performance Standards.

Observe children at home and in the classroom to help identify children with atypical behavior or development that may need referral. Coordinate and follow up on referrals both in-house and with outside agencies. Conduct on-going monitoring to assure each enrolled infant, toddler and child receives required developmental screenings within 45 days of enrollment; assist in the interpretation of screening results and request additional assessment, as needed. Assure that on-going assessment of each child's growth and development is utilized to record achievement of Desired Results and Outcomes; and that individual learning plans (ILP) are created for each child and updated on a regular basis. Document all findings and make appropriate reports.

Work with Head Start/Early Head Start managers and staff and school district early childhood programs to coordinate curricula, standards and expectations to promote continuity and assure Head Start children are prepared for school success. Plan and coordinate transition activities.

Ensure compliance with Title 22 requirements; under direction, prepare the application for and the renewal of Community Child Care licenses for all Head Start/Early Head Start sites. Receive deficiency reports from Lead Teachers and Site Supervisors; assist in preparing the response to deficiencies identified by the licensing authorities. Assure all licensing deficiencies are corrected within timelines.

Ensure compliance with pertinent legislation, regulations, and laws. Maintain accurate records and prepare and submit timely and accurate reports.

Prepare and submit requisitions for supplies and materials; forecast needs for supplies, materials, equipment, repairs and other potential expenditures.

Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Comply with County Office of Education Policies and Administrative Regulations, Head Start Performance Standards, and all applicable laws and regulations.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child growth and development.
- Developmentally Appropriate Practice.
- Principles, philosophy, and practices of Head Start/Early Head Start.
- High quality infant, toddler and preschool child care and education.
- California State Child Care Licensing Regulations.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Plan, organize and supervise a child and human development services program.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Evaluate work methods and results.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- A Bachelor’s Degree in Early Childhood Development, Human Development, Psychology, or a related field.
- A minimum of twelve (12) semester units in Infant/Toddler Development and/or Child Development.
- Two years experience in a supervisory role in a program providing services to young children.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Possess or eligible for Child Development Site Supervisor Permit or Designated Subject Credential.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver’s license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Center, home setting and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Lifting children weighing up to forty-five (45) pounds.
Bending at the waist, kneeling or crouching to reach materials and work with children.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard, standard office and classroom equipment.
Seeing to read a variety of materials and observe children.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

HAZARDS:

Exposure to bodily fluids and infectious diseases.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval