

Education Specialist HS/EHS

Purpose Statement

The job of Education Specialist HS/EHS is done for the purpose/s of providing support to the instructional program with specific responsibilities for implementing the services of Head Start/Early Head Start objectives and performance standards; providing training and assistance to staff and parents in the area of education and child development; and assisting in the coordination of transition services and activities.

This job reports to Education Services Manager HS/EHS

Essential Functions

Compiles student/family information for a variety of uses (e.g. state reporting, determining eligibility, outside agency use, etc.) for the purpose of providing information to determine eligibility for services.

Confers with staff, parents and/or appropriate community agency personnel for the purpose of gathering information and/or assisting in evaluating students' progress and making referrals to outside agencies.

Ensures compliance with Title 5 and Title 22 requirements (e.g. application for and renewal of Community Child Care licenses for all Head Start/Early Head Start sites, prepares responses for deficiencies, assures correction within timelines, etc.) for the purpose of complying with County Office of Education policies and administrative regulations, Head Start Performance Standards and all applicable laws and regulations.

Maintains a viable substitute list and arranges for substitutes as authorized for the purpose of ensuring regulatory compliance with adult to student ratios.

Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of providing an up-to-date reference and audit trail for compliance.

Monitors the safety and supervision of children in the program (e.g. general maintenance of equipment; general knowledge of classroom management, etc.) for the purpose of providing a safe and positive learning environment.

Monitors parent involvement to assure parents are provided with ample opportunities to participate in individualized planning for their child/children (e.g. assisting parents with gaining skills and knowledge about child growth and development, etc.) for the purpose of ensuring a partnership with parents and/or compliance with performance standards.

Monitors students during assigned periods within a variety of home/school environments (e.g. identify atypical behavior or development that may need referral, coordinate and follow-up on referrals, etc.) for the purpose of providing a safe and positive learning environment.

Organizes a variety of activities (e.g. meetings, appointments with other agencies, parenting classes, coordination of curricula, standards and expectations to promote continuity and assure Head Start children are prepared for school success, plan and coordinate transition activities, etc.) for the purpose of improving student success through greater family involvement in school programs.

Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

Prepares a variety of documents, reports and written materials (e.g. registrations, transition lists, activity logs, phone logs, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.

Refers students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the need of students and families are met.

Schedules and/or attends case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Supports students, staff, teachers, parents and community members (e.g. applications for services, transporting parents/students, interpreting technical information, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.

Trains newly hired teaching staff for the purpose of accomplishing assigned functions and maintaining support as needed while gaining knowledge of the roles and responsibilities of the position.

Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; community resources and principles of a community services program; school educational programs; and fluency in target language and local dialects.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups including those with varying levels of education; maintaining confidentiality; setting priorities; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test
Pre-Employment Health Screening

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Child Development Site Supervisor Permit
Valid Driver's License & Evidence of Insurability
Pediatric CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance
Proof of Influenza, Pertussis & Measles Immunizations

FLSA Status

Non Exempt

Approval Date

6/29/2018

Salary Grade

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