

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: PROGRAM RESOURCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Special Services Manager, 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. Provide training and consultation for educators, parents and support staff regarding typical and atypical behavior and development.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborate with classroom teachers, parents, support staff, mental health and other professionals to assess student skill areas and behavioral challenges. 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. Responsibilities include the safety and supervision of children in the program. Supervision includes visual supervision of children at all times. Safety includes understanding of general safety rules, monitoring general maintenance of equipment and a general knowledge of classroom management.

Serve as mentor to educators to adapt curriculum plans to individual children's needs; monitor and assure educational programs meet needs of students identified with behavioral challenges; develop plans to facilitate independent functioning in the center or home. Serve as a mentor to educators, staff and parents, modeling effective classroom strategies when necessary. Substitute in a teacher's temporary absence if no other substitute is available, and adult to student ratios will not comply with regulation.

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 integrated services 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.

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. 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 Creative Curriculum and Head Start 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.

Assist with ensuring compliance with Title 22 requirements; assist in preparing the response to deficiencies identified by licensing authorities. Assist in ensuring that 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.

OTHER JOB RELATED DUTIES:

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 orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- Minimum of an AA/AS degree in Child Development or Early Childhood Education; BA/BS degree is desirable.
- Hold or be eligible for a Child Development Site Supervisor Permit issued by California Commission on Teacher Credentialing.

- Two years experience in a supervisory role in a program providing services to young children.
- Able to communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

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:

WORKING CONDITIONS:

ENVIRONMENT:

Variety of locations including child development centers, 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.