

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 650  
EXEMPT

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### PROGRAM SPECIALIST – EARLY CARE AND EDUCATION

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize, coordinate, and implement the operations and activities of an assigned program, function, or instructional area to enhance educational effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS).

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Assist with communications, information and resources to ensure smooth and efficient activities of Early Care and Education (ECE); collaborate with administrators, personnel, outside agencies and others in the development and implementation of related programs, functions, goal, objectives, guidelines and activities; coordinate and conduct a variety of special projects; contact individuals to promote programs, functions, activities, goals and objectives.
- Assist with the planning, development, training and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Assist in the preparation of proposals and grant application as assigned; research, identify, develop and respond to public and private grant opportunities in the area of ECE as assigned; monitor grants and potential funding to increase programs and services in ECE as assigned.
- Develop and monitor contracts/agreements with subcontractor entities; monitor scope of work for completion.
- Develop, plan, organize, and coordinate ECE systems, including but not limited to, Quality Rating Improvement system (QRIS) / Quality Counts California (QCC), Early Math, and/or Local Planning Council as assigned.
- Develop, coordinate and present curriculum and programs including age-appropriate teaching methodologies for child development and early childhood education programs for ECE agencies, school districts and the county office.
- Coordinate coaching and technical assistance support via identifying services and training of ECE coaches, teachers, principals, family childcare homes providers or other similar personnel involved in instructional programs; monitor, reevaluate and make appropriate recommendations to the support plan as needed.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, budgets, financial activity, projects, compliance, staff development and assigned duties; assist with generating contract agreements with agency partners.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to assigned program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Research, compile, assemble and evaluate a variety of technical information related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.

- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events including but not limited to state level workgroups, quality improvement professional development and/or coaching.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent, administrators, state and/or regional partners, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Practices and procedures for team building and staff development activities.
- Quality improvement techniques and/or tools necessary for assigned area.
- Record-keeping techniques.
- Report writing techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Complete all assigned duties efficiently, effectively and accurately.
- Maintain records and prepare reports.
- Plan and organize work to result in effective time management.
- Provide certified trainings in the area of Early Care and Education.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- Bachelor’s degree, preferably in early education or related field.
- Master’s degree preferred.

**EXPERIENCE:**

- Three years of increasingly responsible experience working in Early Care and Education field or instructional area.
- Experience as a facilitator and/or coordinator in professional learning communities preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2021

Revised: 08/05/2021