



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SPECIALIST – EARLY CHILDHOOD EDUCATION (ECE) PROMISE NEIGHBORHOOD INITIATIVE

### DEFINITION:

Under general supervision of the Program Director of Early Childhood Programs, this position provides the leadership and expertise necessary to develop, supervise, and evaluate a strong oral language development and early reading instructional program. This position is assigned to Corning area preschool programs and is responsible for facilitating an effective transition between preschool and the public school Transitional Kindergarten/Kindergarten program. This position is site specific to the Corning Promise Neighborhood Initiative and is contingent upon continued funding.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Establish Early Reading project action plan and delivery schedule.
- Design and deliver training on research-validated oral language/early reading instruction to project staff and related preschool staff.
- Train and supervise Early Reading Coaches.
- Monitor Early Reading instruction in Corning area preschool programs.
- In collaboration with staff, design and calendar family engagement reading activities and parent training.
- Meet regularly and communicate frequently with Program Director – Early Childhood to ensure services to students and effective program function.
- Collaborate with Corning Elementary Transitional Kindergarten, Kindergarten and First Grade teachers, Instructional Coach and Elementary Principals to share best instructional practice, student data and family engagement activities; co-train when appropriate (PLC implementation, instructional strategies).
- Work with district, school, and grade level/department teams including coordination and implementation of professional learning communities and district/school goal planning with regard to early reading programs and services.
- Monitor project implementation and evaluate project activities.
- Prepare and deliver regular project data collection and progress reports to Promise Neighborhood leadership, preschool program directors and Corning Elementary School District administrators.
- Perform other related duties as assigned.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Early Childhood Education or related field is required.
- Master's Degree is preferred.
- Site Supervisor level permit or ability to obtain.
- Three (3) years (minimum) of demonstrated early childhood teaching competency.
- Two (2) years demonstrated experience in professional development design and delivery.
- Demonstrated experience in early childhood education and early reading instruction.
- Valid California driver's license and evidence of insurance.

### KNOWLEDGE OF:

- Research-validated early childhood oral language and early reading curriculum, instruction and assessments.
- Development and implementation of strong family and community engagement activities.
- Effective professional development and instructional coaching strategies.
- Staff supervision and evaluation.



Tehama County Department of Education  
 Job Description  
 Specialist – Early Reading (Early Childhood Education)  
 Promise Neighborhood Initiative

Official:   
 Effective: 06/20/18

- Program strategic planning, to include stakeholder engagement, change theory, action plan development, monitoring of program implementation and evaluation of program and student progress using data collection and reporting functions.

ABILITY TO:

- Maintain confidentiality.
- Develop, understand, implement and facilitate effective instructional strategies and research –based “best practices” in an early reading program.
- Communicate effectively and maintain cooperative working relationships with a variety of teachers, administrators, business partners and community members.
- Implement learning theories, continuous improvement and quality professional development theories and practices.
- Provide quality coaching, mentoring and facilitation services and gain the professional respect of colleagues.
- Demonstrate initiative; act reflectively towards practices and act as a resource to colleagues and staff.
- Take direction from a variety of administrators and community partners while working cooperatively and collaboratively with a diverse group of people.
- Manage time effectively.
- Be reliable and responsible.
- Demonstrate knowledge and skill with the student population served.
- Solve problems independently and collaboratively.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: June 20, 2018 Revised: \_\_\_\_\_

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: 6/20/18