



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

ECE SPECIALIST

DEFINITION:

Under the direction of the Director of the Early Childhood Education department, this position provides diverse, complex technical support to various programs within the ECE department. Work will focus primarily around supporting workforce development, program enrollment, registration, evaluation, and overall implementation of a mixed-delivery early learning system within Tehama County.

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.

Work collaboratively with ECE department leadership to facilitate a partnership between a variety of early care and education providers throughout the county; maintain a variety of work from more than one program within the ECE department; support the organization and implementation of TCDE ECE programs based on funded standards and expectations; develop and maintain cooperative working relationships with ECE educators, district staff, family childcare providers, parents, and community organizations; support the regular monitoring of Family Child Care Providers for Title 22 and Title 5 regulations on a regularly scheduled basis; serve as a resource/liaison for the department to related families, agencies, community services, and organizations; assure continued enrollment of families through ongoing certification activities within mandated timelines; process enrollment data, and verify and track information to determine eligibility; participates in and contributes to local activities related to program quality, professional development, program expansion, and workforce offerings throughout the ECE department; assist with overall Program Evaluation Requirements, including research, writing, collecting, and preparing documents; audit all ECE department program files for accuracy at a minimum biannually; support with maintaining overall supplies inventory for all programs within the ECE department; drive frequently for department business; perform other related duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill including experience teaching or administrative experience in a public or private child care setting, or family child care home. Child Development Associate Teacher Permit or higher required. Bilingual preferred.

KNOWLEDGE OF:

Principles and practices in the following areas: 1) Early Care and Education, 2) Child Development, 3) Early Literacy, 4) Preschool Curriculum Development, 5) Social and Emotional Development, 6) Parenting, 7) Case Management, 8) Professional Development and training for Early Care Educators; preparing and maintaining accurate records and files; techniques for working effectively with, and providing a high level of customer service to, all individuals contacted in the course of work.



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ABILITY TO:

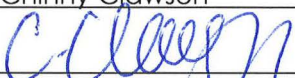
Provide technical support centered around workforce development, program enrollment, evaluation, and implementation of a mixed-delivery early learning system within Tehama County, which may include: child care centers, family child care homes, school sites, districts, and county offices; maintain confidentiality; set priorities to meet deadlines and schedules; establish and maintain effective and professional working relationships with community partners, staff, and the general public in a manner reflecting positively on the department; transmit knowledge and skills to others.

PHYSICAL DEMANDS:

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 are to be established by County Superintendent.

HRS Office Use Only	
Created: _____ December 5, 2022 _____	Revised: _____ December 22, 2022 _____
APPROVED	
Print Name: _____ Chiny Clawson _____	Title: _____ Director, Human Resource Services _____
Signature: _____  _____	