



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION**

### **JOB DESCRIPTION**

### **ECE SPECIALIST**

#### DEFINITION:

Under the general direction, this position provides diverse technical support and supervision to various projects and programs within the Early Learning Programs and Services department. Work will focus on supporting workforce development, program enrollment, registration, and evaluation across a variety of programs within the department, acting as a communication link between families, community organizations, agencies, and educators, and supporting the 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, which may be found in positions within this classification.

##### **Collaboration and Leadership**

Work collaboratively with department leadership to strengthen relationships with a variety of community partners and public agencies supporting county-wide early care and education projects and programs. Participate in selecting, assigning, supervising, and evaluating identified personnel. Act as a resource and support for staff in problem solving, and providing frequent reflective supervision and coaching consultations regarding their assigned work duties. Participate in department activities related to program quality, professional development, program expansion, workforce development, and family strengthening. Perform other related duties as assigned.

##### **Program Evaluation and Compliance**

Establish and maintain program evaluation systems, including documentation and reporting, for department projects and programs, based on funded standards and expectations, ensuring the accurate collection and evaluation of data, including enrollment and eligibility. Complete the monitoring of assigned early learning programs ensuring Title 22 and Title 5 regulations are followed, allowing for the timely submission of required reports.

##### **Enrollment Management and Support**

Ensure assigned projects and programs are fully enrolled following established guidelines, policies, and procedures. Support the maintenance of a clear and accurate waiting list specific to applicable funding regulations, and guide families, staff, and community partners about program regulations and guidelines related to enrollment, eligibility, selection, and attendance for assigned programs. Drive frequently for department business.

#### EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described is qualifying; Experience teaching or administrative experience in a public or private child care setting, or family child care home. Eligibility for a Child Development Associate Teacher Permit or higher required. Bilingual and bi-cultural skills are desirable.

#### KNOWLEDGE OF:

Operating standard office machines, equipment, and necessary software applications. Preparing and maintaining accurate records, documentation, and files. Techniques for working effectively with, and providing a high level of customer service to, all individuals contacted in the course of work. Principles of providing work direction, guidance, and effective evaluation and feedback to assigned staff. Additionally, an understanding of the 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 and Family Strengthening, 7) Case Management, 8) Professional Development and training for Early Care Educators 9) Community Resources, Advocacy, and Community Networking, 10) Child Abuse Reporting Policies, Rules, and Procedures.



Tehama County Department of Education  
Job Description  
ECE Specialist

**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. Work with individuals, including families, from diverse cultures. 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.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and evidence of insurance. Drive frequently for Department business using own transportation.

**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 to be established by County Superintendent.

***HRS Office Use Only***

Created: December 5, 2022 Revised: May 15, 2024

**APPROVED**

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 