



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

EARLY LEARNING QUALITY SPECIALIST

DEFINITION:

Under general direction, this position provides leadership and expertise to support all Early Childhood Programs throughout Tehama County Department of Education by providing coaching, training, meeting coordination, rating and assessments, and technical assistance to educators participating in programs throughout the Early Childhood Education department.

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.

Professional Development and Consultation

Provide coaching, consultation, and technical assistance to the variety of Early Childhood professionals partnering with Tehama County Department of Education; including State Preschool, FCCHEN, Transitional Kindergarten, and Workforce Pathway Grant participants. Topics of support may include: Desired Results Developmental Profile (DRDP-2015), Classroom Assessment Scoring System (CLASS), Ages and Stages Questionnaire (ASQ), and the Early Childhood Environmental Rating Scale (ECERS/FCCERS). Serve as a liaison between parents, staff, partner agencies, providers, and the public to provide technical support and assistance. Communication will primarily be related to services, practices, policies, procedures, requirements, and standards of Early Childhood Programming partnered with Tehama County. Support, assess, and provide professional growth advising to Early Childhood professionals participating in programs aligned with Tehama County Department of Education. Assist with compiling, reviewing, and analyzing program data and information to inform program self-evaluations mandated by local, state, and federal agencies. Participate in required professional learning and meetings as appropriate.

Program Administration and Oversight

Provide direct services, organization, and independent auditing of projects or program components for all programs within the Early Childhood Education department. Collect data and information related to quality action plans. Monitor rating elements and track site progress using data and reporting criteria.

Operational Support and Classroom Assistance

Provide wrap-around services for providers participating in early learning quality initiatives. Substitute for State Preschool classroom programs as needed. Perform other duties as assigned.

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:

Principles of Child Development and Early Childhood Education (birth-8years), and Developmentally Appropriate Practice; effective professional development and instructional coaching strategies. Curriculum approaches and application in Early Education programs. Effective communication and interpersonal skills. Preschool assessment and evaluations



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Early Learning Quality Specialist

including ERS, DRDP-2015, ASQ, and CLASS. Early childhood developmental stages and developmentally appropriate practice including social-emotional (trauma informed practice), language and literacy, cognitive, and physical development.

ABILITY TO:

Provide support and leadership for the continuum of services throughout the programs provided through the Early Childhood Programs Department. Plan for, coordinate, facilitate, and implement group interactions for program staff, educators, parents, and service partners. Assist with planning for quality improvement efforts with the ECE Workforce. Communicate effectively both orally and in writing. Drive own vehicle frequently for department business. 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.

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: July 1, 2022

Revised: May 20, 2024

APPROVED

Print Name: Chinny Clawson

Title: Director, Human Resource Services

Signature: _____

A handwritten signature in blue ink, appearing to read "C Clawson", written over the signature line.