



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 that may be found in positions within this classification.

Provide coaching, consultation, and technical assistance to the variety of Early Childhood professionals who are 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 liaison between parents, staff, partner agencies, providers, and the public for the purpose of providing 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; 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. Provide wrap-around service for providers participating in early learning quality initiatives; support, assess, and provide professional growth advising to a variety of 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 as mandated by local, state, and federal agencies; participate in required professional learning and meetings as appropriate; substitute for State Preschool classroom programs as needed; perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience, education, and training equivalent to possession of AA degree in Early Childhood Education or related field; successful experience in early childhood environment; valid California driver's License and evidence of insurance; bilingual 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 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



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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.

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: n/a

APPROVED

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

Signature: 