

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SPECIALIST, EARLY LEARNING CAREER PATHWAYS

BASIC FUNCTION:

Under the direction of the Coordinator, Child Care Partnership Council, provide technical support, guidance and advice to staff seeking careers in early childhood education; build relationships and collaborate with programs and agencies to serve as recruitment pipelines for early childhood educators; perform outreach and public relations to promote awareness of early childhood education career opportunities.

ESSENTIAL DUTIES:

Provide advice and assist existing and aspiring early learning staff on obtaining required credentials, degrees, or experiences necessary for careers in early learning education; provide information and guidance to prospective early learning educators accessing local workforce pathway programs.

Gather and share information on wraparound services, businesses and other resources to support individuals in their career development; remain up to date on scholarship opportunities and other

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Develop relationships with child care and early learning programs, and share information with program directors to aid in supporting their staff achieve higher education or professional development goals.

Build relationships with programs and agencies from which potential early childhood educators can be recruited such as early childhood career tech programs, local high schools, colleges and universities, and job/career focused agencies.

Develop relationships with Local Educational Agencies (LEAs) to support the establishment of pathways for high school students interested in careers in early learning education. Outreach through clubs, registered apprenticeships, or other such early recruitment opportunities.

Enter data into multiple child development program databases to document enrollment and retention efforts, produce a variety of reports and monitor the education and training of participants to ensure their success; identify and document gaps and career advancement challenges faced by early learning professionals; and prepare and submit data reports accordingly to the Child Care Partnership Council (CCPC), the CCPC workforce committee, the San Mateo County Board of Supervisors and the SMCOE Cabinet

Support the CCPC's advocacy efforts related to workforce development through collection of data and development of communications materials.

Provide guidance and advice on classes or other experiences needed for early learning professionals to advance their degree and/or career; respond to inquiries concerning standards, practices, timelines, policies, laws and regulations related to careers in child care and early settings.

Coordinate with County Office credentialing services to ensure that Child Development Permit credentialing assistance is available; assist individuals seeking a Child Development Permit with the application process; notify applicants of coursework required to meet permit requirements; advise

Interpersonal skills using tact, patience, courtesy and cultural sensitivity.

Bilingual in Spanish preferred.

**ABILITY TO:**

Establish and maintain cooperative ongoing relationships with community agencies, institutes of higher education, and people involved in professional growth advising.

Read, interpret, apply, and explain laws, codes, rules, and regulations pertaining to the welfare of child

Sitting or standing for extended periods of time.