

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SPECIALIST, EARLY CHILDHOOD LANGUAGE DEVELOPMENT INSTITUTE

BASIC FUNCTION:

Under the direction of the Manager, State Preschool Program coordinate communications, information, trainings, meetings, workshops and resources in support of the Early Childhood Language Development Institute (ECLDI) project to enhance achievement among identified children; provide consultation and technical assistance to trainers, providers, parents and others concerning ECLDI and early childhood education.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate communications, information, trainings, meetings, workshops and resources in support of the ECLDI project to enhance achievement among identified children; monitor, evaluate and adjust Project activities in response to parent, child, provider and community needs related to early childhood education and language development.

Participate and confer with Project staff in the development of training sessions and materials for parents and early childhood education providers; review, analyze and provide input to trainers concerning training activities; participate in the preparation, development, formatting and editing of the ECLDI training manual and related materials; participate in the recruitment of trainers.

Provide consultation and technical assistance to trainers, providers, parents and others concerning ECLDI and early childhood education; respond to inquiries and provide detailed and technical information concerning related services, trainings, resources, standards, requirements, principles, strategies, theories, practices, techniques, laws, codes, regulations, policies and procedures.

Coordinate ECLDI communications and information between Project staff, trainers, parents, providers, community resources, outside agencies and the community; collaborate with community partners, early childhood education resources and others in the scheduling and coordination of ECLDI workshops for teachers and parents.

Serve as a liaison and provide technical support for the Latchkey program in the areas of Program implementation and financial reporting; provide technical resources and assistance to Program staff and administrators.

Monitor and assess Project services and activities for educational effectiveness and operational efficiency; assist in the development and implementation of policies and procedures to enhance the educational effectiveness and operational efficiency of ECLDI services.

Establish, develop and maintain partnerships to facilitate and enhance support for Project services and

activities; collaborate with partners to implement Project principles, materials and trainings in the early childhood education community and related services.

Compile, review and analyze a variety of technical data and information related to ECLDI; assist with developing demographic and evaluation forms for workshops; participate in database development for monitoring the collection of client data; prepare, distribute and collect assessment surveys and questionnaires as directed.

Assist with strategic planning for the ECLDI project; assist in the implementation of Project goals, objectives, policies and procedures; prepare, develop and disseminate informational and training packets and materials.

Compile information and prepare and maintain a variety of records, reports and files related to training, strategic planning, Project progress and assigned activities.

Communicate with administrators, personnel and outside organizations; exchange information, coordinate activities and programs and resolve issues or concerns; initiate and receive telephone calls; prepare, distribute and respond to a variety of Project related correspondence.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Participate in a variety of other assigned activities such assisting with fundraising events and ordering training materials

Attend and participate in a variety of meetings, conferences and training sessions; prepare and distribute questionnaires as directed

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children.
Local, State and federal standards and requirements governing ECLDI.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Recordkeeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Coordinate communications, information, trainings, meetings, workshops and resources in support of the ECLDI project to enhance achievement among identified children.
Provide consultation and technical assistance to trainers, providers, parents and others concerning ECLDI and early childhood education.
Participate and confer with Project staff in the development of training sessions and activities for parents and early childhood education providers.
Serve as a liaison and provide technical support for the Latchkey program in the areas of Program implementation and financial reporting.
Assist with strategic planning for the ECLDI project.
Establish, develop and maintain partnerships and enhance support for Project services.
Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.