

## **SPECIALIST-EARLY CHILDHOOD GRANTS/PROGRAMS**

### **DEFINITION:**

**Under the supervision of the site Principal and Assistant Principal, assists in the development and management of comprehensive services for early childhood education as assigned including grant funded programs; provides curriculum direction and training for Early Childhood programs and personnel according to established procedures.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- **Oversee funding terms and agreements for Early Childhood Education grants; assures compliance with established licensing and grant terms for staffing ratios, program policies and procedures.**
- **Provides curriculum direction and staff development for Early Childhood programs according to established procedures.**
- **Provides training for various assigned personnel in Positive Behavior Instructional Strategies (PBIS).**
- **Serves as an on-site and classroom resource for Early Childhood personnel.**
- **Maintain**

- Understand, carry-out and give oral and written instructions.
- Interpret, apply and explain rules, regulations, standards, requirements, policies and procedures.
- Provide work direction and training to other classified employees.
- Independently compose correspondence and other items as assigned.
- Communicate effectively with staff, parents, school sites, community members, governmental agencies.
- Maintain cooperative working relationships with those contacted in the course of work.
- Prepare and maintain records and reports.
- Operate standard office equipment including a computer and assigned software.
- Perform arithmetic calculations quickly and accurately.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: bachelor's degree in child development or related field and three years increasingly responsible experience working with grant development or grant implementation. Master's degree in early child education, child/human development, or educational leadership preferred. Three years experience in leadership/administration preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Child Development Program Director Permit.
- Current First Aid/CPR certification issued by an authorized agency.
- Valid California Class C Driver's License.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate assigned equipment and a computer keyboard.
- Reaching overhead and above shoulders to retrieve materials.
- Hearing and speaking to exchange information in person and on the telephone.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling objects up to 50 pounds.
- Seeing to read a variety of materials.

**WORK ENVIRONMENT:**

Indoor/Office environment. Driving a vehicle to conduct work. The e74.2.3R)D.2 ( )0d(e)-7.2 (nv1-7.2 (i)-2.1 (r)-8 (o)