

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PROFESSIONAL DEVELOPMENT SPECIALIST

DEFINITION:

Under supervision of the Director of Early Childhood Education, the Professional Development Specialist will work directly with Early Childhood Providers and contributes to the success of the program by providing technical assistance, training, and support.

EXAMPLES OF DUTIES:

Although the job tasks may vary due to specific requirements from one program to another, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Mentor and coach participants from various sites.
- Assess participants' interests and educational needs.
- Mentor and support Professional Growth Advisors in the county.
- With support from the Project Coordinator, develop and implement program strategies for target communities, including developing and delivering outreach plans, trainings, presentations, and materials related to project goals.
- Provide technical assistance to participants, including: delivering orientations and training, providing phone resource referral information, assisting with the Child Development Permit process and application, provide guidance and support to meet program requirements.
- Facilitate computer technical assistance to those requesting support.
- Maintain and update program records.
- Coordinate with Project Coordinator and Project Secretary to submit timely preparation and submission of grant documents and reports.
- Assist with the collection of evaluation data as appropriate.
- Coordinate with Project Secretary and oversee participant tracking system by maintaining computer database.
- Develop and implement forms, procedures and record-keeping systems pertaining to participant screening, enrollment, and stipend distribution in cooperation with the Project Secretary.
- Create and maintain program webpage.
- Assists Project Coordinator in the design and development of a comprehensive program and resources to support quality improvements to improve outcomes on standardized rating scales.
- Perform other duties as assigned.

- Drive frequently for department business.

RELATIONSHIPS:

- Maintain open communication with Project Coordinator and other appropriate agency staff.
- Exchange program information and activities with department and program staff.
- Maintain supportive contact with clients and participants.
- Share project information with other community agencies, funders, and public entities.
- Maintain confidentiality related to project program and agency service.

QUALIFICATIONS and REQUIREMENTS :

Valid California driver's License and evidence of insurance.

Knowledge of:

Communication skills; interpersonal skills; community resources; modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation; telephone techniques; bookkeeping and record keeping principles and procedures; computer applications and software, including word processing, database, and desktop publishing programs.

Skill and Ability to:

Communicate effectively both orally and in writing; speak, read, and write appropriate English; understand and carry out oral and written directions with minimal supervision.

Typing and computer skills at a level necessary for expected job performance.

Establish and maintain cooperative working relationships.

Prioritize tasks and handle multiple responsibilities effectively--strong organizational skills

Valid California driver's License and evidence of insurance.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Three years experience as Site Supervisor in a Child Development Program

- Two years supervising adults in an Early Childhood Program
- Broad knowledge of child development and issues related to the field of ECE

Education:

- Bachelor Degree (BA) or equivalent in Early Childhood Education (ECE) or related field preferred
- Valid Child Development Site Supervisor Permit or ability to obtain one

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move or maneuver safely around objects and furniture. This type of work will involve sitting, walking, and standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and equipment that are important to the aspects of this job.

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.