



IRVINE UNIFIED SCHOOL DISTRICT

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.**
- **Maintains current knowledge and understanding of relevant title requirements related to the operation of a preschool program.**
- **Identifies the needs of families and develops strategies to help children enter school.**
- **Plans and implements parent education opportunities.**
- **Prepares, maintains and provides oversight in coordinating the development of complex records and reports related to assigned activities; organizes, collects and maintains documentation for assigned grants.**
- **Establishes and maintains collaborative relationships with local partner agencies providing early care and education to young children.**
- **Compiles data and coordinates data collection and program evaluation processes.**
- **Provides work direction to assigned clerical staff in setting up and maintains records for billing, collecting, and depositing parent fees.**
- **Provides support for Pre-K and Kindergarten articulation.**
- **Attends and participates in meeting, conferences and in-service trainings related to assigned activities.**
- **Serves as District and community liaison for local child development meetings.**
- **Communicates with various District departments, personnel, parents, school sites and outside agencies to exchange information, coordinate activities and resolve issues or concerns.**
- **Operates a variety of office equipment including a copier, phone, computer and assigned software; drives a vehicle to conduct work.**

QUALIFICATIONS GUIDE

Knowledge of:

- **Correct English usage, spelling, grammar, punctuation and composition.**
- **Policies and objectives of assigned program and activities.**
- **Applicable laws, codes, regulations, policies and procedures.**
- **Current technology, software applications, office methods, equipment and procedures.**
- **Experience and understanding of Title 22 and Title 5 regulations.**
- **Effective problem solving and interpersonal skills.**
- **Early childhood education best practices.**
- **Arithmetic calculations.**

Ability to:

- 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 work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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