



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

Anne E. Campbell • County Superintendent of Schools

POSITION ANNOUNCEMENT

Date Posted: November 4, 2016

Classification: **PROJECT SPECIALIST, EARLY LEARNING SUPPORT SERVICES (EQ+IP)**
Open recruitment

Work Schedule: 8 hours per day; 5 days per week (*Monday – Friday*); 12 months per year

Salary Range:	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
(monthly)	starting	6 mos	18 mos	30 mos	42 mos
	\$8,115	\$8,582	\$9,075	\$9,597	\$10,148

Benefits: Total Compensation Package: Placement on salary schedule. If a medical plan is selected, the employee will receive a contribution of \$925.00/month toward the selected medical plan (through CalPERS), Delta Dental, and Life Insurance. If a medical plan is not selected, the employee will receive a contribution of \$275.00/month toward single coverage for Delta Dental, and Life Insurance. A vision plan (VSP) is also available. The employee pays the balance of their health premiums from their gross earnings on a pre-tax basis. The employee pays the worker contribution to the Public Employees Retirement System (PERS).

Current Vacancy: Instructional Services Division; Early Learning and Support Services Department;
101 Twin Dolphin Drive; Redwood City, CA 94065

Application Deadline: Friday, December 9, 2016 (***application and supplemental application must be received online, or in the Personnel Office by 5:00PM***)

Job Summary: Under the direction of the Director, Early Learning Support Services (ELSS) coordinate project planning, data collection and analysis, project evaluation and reporting necessary to accomplish the ELSS program goals and objectives; assist the Director, staff, and community partners by providing tools, communications, information, trainings, and meetings in support of the program evaluation and scope of work for high quality early learning and care, school readiness, and program activities. Support the data collection, evaluation and reporting needs of various grants including the Early Childhood Quality and Inclusion Partnership (EQ+IP), The Big Lift, and CA-QRIS (California Quality Rating and Improvement System)

Essential Job Functions:

- Coordinate database development, data monitoring, analysis, and reporting for early learning quality improvement initiatives; work closely with ELSS staff and subcontracted agencies to provide information, training, and technical assistance to ensure timely and accurate data collection
- Coordinate program evaluation development and implementation; prepare and conduct activities to meet early learning evaluation needs and the requirements of external evaluation and data reporting as required by grants and funders
- Develop, modify, and disseminate data collection tools, forms, surveys, protocols, and reporting templates needed to meet evaluation requirements
- Develop and implement new methods to evaluate the effectiveness of early learning quality improvement activities
- Prepare for and train ELSS partners, contractors, subcontractors, and County Office of Education staff in database use; update database instruction documents
- Provide technical assistance to partners, contractors, subcontractors, and County Office of Education staff regarding program design, assessment tools and measures, and evaluation requirements

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PROJECT SPECIALIST, EARLY LEARNING SUPPORT SERVICES (EQ+IP)

DEADLINE: DECEMBER 16, 2016

**Essential Job
Functions (cont):**

- Prepare responses to requests for data, analysis, or support regarding evaluation and data collection by First 5 San Mateo, The Big Lift, CA-QRIS, ELSS partners, funders, the media, or other agencies and/or individuals
- Research, compile, and analyze fiscal and evaluation data; prepare reports using various formats and graphic representations; collect and synthesize research on best practices in early learning and family services
- Prepare, write, and review reports and prepare responses to grant and funding proposals
- Plan, prepare, conduct, and participate in meetings with ELSS staff, partners, subcontractors, and funders to design and implement annual scope of work and budget related activities
- Develop workplans and other organizational tools necessary to execute evidence-based, high quality professional development in partnership with ELSS managers to ensure a common approach to professional development within the ELSS unit
- Prepare applications, outreach materials, and supporting documents needed for the implementation of ELSS strategies
- Act as a liaison to the community; represent the County Office of Education and the ELSS Director
- Assist in the implementation of project objectives that promote excellence and equity in education resulting in significant achievement of children of color, children living in poverty, and English learners
- Provide consultation and technical assistance to ELSS subcontractors, partners and their staff at multiple locations throughout San Mateo County on a regular and ongoing basis; 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
- Operate a variety of office equipment including a computer and assigned software; mentor and utilize databases
- Drive a vehicle to conduct work
- Attend and participate in a variety of meetings, conferences, workshops, training sessions, and seminars related to the ELSS and related early childhood education training functions; coordinate and facilitate ELSS meetings as directed; support and participate in the activities of the Instructional Services Division, ESS, and the ELSS departments

Qualifications:

Any combination of education and experience providing the job knowledge, skills, and ability for successful job performance will be considered for positions in this classification. Typical qualifications would be equivalent to:

EDUCATION: Bachelor's Degree in Early Childhood Education, Public Administration, Organizational Development, or a related field

EXPERIENCE: Three (3) years of increasingly responsible work experience working in early childhood education-related fields linked to program planning and implementation, project management and coordination, and program budgeting and evaluation

LICENSE: Possession of/or ability to attain a valid California Driver's License

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Specialized Skills and Knowledge:

- Knowledge of significant and related early childhood research and evaluation design methodology and communication of findings
- Ability to develop effective plans for meeting goals, establishing timelines and measurable checkpoints, estimating required resources, and anticipating obstacles
- Knowledge of database development, statistical analysis, and reporting for evaluation purposes
- Ability to operate a computer and utilize assigned software, including statistical and data manipulation and representation using Excel, SPSS, and other similar programs
- Ability to prepare concise reports and recommendations using data in various report formats and representations
- Ability to design and conduct trainings and share technical information and data with general public in a clear and concise manner
- Knowledge of principal theories, best practices, policies, procedures, and techniques in providing effective care, supervision, and early learning activities to preschool children within the context of multiple and diverse cultural and linguistic settings
- Ability to perform assessments on early childhood classrooms/programs using appropriate research and measures for evaluation and monitoring purposes
- Knowledge of educational programs, services, standards, requirements, and procedures related to early childhood education in the multicultural and multilingual communities of San Mateo County
- Knowledge of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County children
- Ability to work collaboratively with individuals and groups from diverse ethnic, racial, linguistic, and social backgrounds
- Knowledge of Local, State, and Federal standards and requirements governing policies and objectives of assigned programs and activities, including but not limited to Title 22 Community Care and Licensing, and Title 5 Education Code
- Knowledge of applicable laws, codes, regulations, policies and procedures related to data usage, research protocols on human subjects, data security, and confidentiality
- Ability to interpret, apply, and explain applicable laws, codes, regulations, policies, and procedures
- Knowledge of practices and procedures involved in developing and implementing training activities for adults
- Ability to plan and facilitate meetings with multiple stakeholders within a collaborative structure
- Ability to facilitate groups in planning, problem solving, and decision making
- Ability to analyze situations accurately and adopt an effective course of action
- Knowledge of public speaking techniques
- Knowledge of record-keeping and report techniques
- Ability to prepare and maintain records and reports related to assigned activities
- Knowledge of oral and written communication skills
- Ability to prepare and deliver oral and written presentations using various data formats, and graphic representations
- Ability to communicate effectively both orally and in writing
- Knowledge of interpersonal skills using tact, patience, courtesy, and cultural sensitivity
- Ability to establish and maintain cooperative and effective work relationships with diverse community partners

(OVER)

**Specialized Skills
and Knowledge
(cont):**

- Knowledge of operation of a computer and assigned software
- Knowledge of effective staff supervision
- Ability to provide effective supervision of administrative staff
- Ability to plan and organize work, and meet schedules and timelines

**Physical
Requirements:**

Applicants must possess the physical abilities outlined below with or without accommodation. San Mateo County Office of Education will consider reasonable accommodation requests.

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time

**Application
Procedure:**

Please apply online at www.smcoe.org. Under the **Resources** section, click on the **Employment Opportunities** heading. Then under **Classified Employees**, click on **Current Openings**. This will take you to our page at the **CalOpps** website (www.calopps.org) where you may complete the application process. The application process may also be completed at the San Mateo County Office of Education, 101 Twin Dolphin Drive in Redwood City. Or call (650) 802-5366 to request an application packet.

**Examination
Process:**

The examination process for this classification will consist of:

1. A scored rating of education, training, experience, and application completeness and accuracy by a screening panel
2. An oral board examination (*anticipated date- December 16, 2016*)

Only the highest qualified candidates will be invited to attend the examinations.

Personnel Commission
101 Twin Dolphin Drive
Redwood City, CA 94065

650-802-5300
classifiedjobs@smcoe.org
<http://www.smcoe.k12.ca.us/apps/Comm.asp?Q=27>

Proof of citizenship or legal status will be required upon offer of employment.

San Mateo County Office of Education provides equal employment opportunity to all qualified persons. The recruitment, testing, and hiring of all personnel will be without regard to race, ancestry, national origin, age, color, creed, religion, sex, gender identity or expression, sexual orientation, marriage status, medical condition, physical or mental disability, genetic characteristics, or veteran status.