

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EARLY LEARNING SERVICES SPECIALIST

BASIC FUNCTION:

Under the supervision of the Manager - California Preschool Instructional Network (CPIN), performs a variety of duties in support of learning services professional development functions; maintains records in accordance with multiple grant and contract guidelines; prepares reports, records and collects data as required.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs a variety of duties in support of CPIN professional development functions and the California Transitional Kindergarten Stipend (CTKS)/Transitional Kindergarten Professional Development Program (TKPR).

Maintains various records, reports and documents; generates reports to reflect fulfillment of program goals, objectives and outcomes; verifies, compiles and records a variety of data and information related to grant requirements.

Assists with the set-up and clean-up of events; assists with monitoring registrations and symposium and training payments; maintains the assigned wait list and attendance tracking.

Assists with budget revisions, reimbursements and invoices; assists with submitting timesheets and reimbursements for professional experts; processes, deposits and tracks payments, fees, assigned tuition and grant payments as assigned; screens applications and supporting documents for reimbursement qualifications; establish and maintain electronic files to assist with budget maintenance and payment disbursement.

Maintains, compiles, prepares and submits contracts and forms for processing payroll, travel and expenses for professional experts as assigned.

Assists with coordinating functions for symposiums, trainings, and professional experts.

Assists with training and meeting preparation as needed; assists with generating event room signage, sign-in sheets, name tags, room set up, participant materials and placing catering orders.

Assists with clerical duties as assigned; attends meetings and takes meeting minutes as required.

Orders materials and supplies as needed; maintains records of purchase orders, invoices and expenses to date and logs for programs as needed.

Creates multiple schedules and book conference rooms as assigned; maintains and updates calendars.

Explains, interprets and clarifies program regulations and guidelines; promotes program goals and objectives.

Assists with marketing for CTKS/TKPR, including, but not limited to creating and distributing flyers, emails, and outreach at meetings or trainings

Communicates effectively, both verbally and in writing, with internal and external customers to maintain positive and productive relationships.

Operates a variety of standard office equipment including a projector, fax, copier, computer and assigned software programs.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper use of English language, grammar, punctuation, vocabulary and composition.

Basic research methods, procedures and techniques.

Basic preparation methods for reports, summaries and presentations.

Early Child Development, Special Education, and K-12 education functions and procedures related to professional development within the program.

State and grantor regulations relevant to program operations.

Operating standard office equipment, a computer and assigned software.

Word processing, database and spreadsheet software applications as assigned.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Principles of providing work direction and guidance to others.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic math.

ABILITY TO:

Interpret, apply and explain rules, regulations, procedures, precedents and policies related to the assigned program.

Assist in preparing and monitoring various program records as assigned.

Define problems, collect data and recommend improvements or enhancements.

Establish and maintain cooperative working relationships with others.

Communicate effectively both orally and in writing.

Operate a variety of office equipment, a computer and assigned software.

Learn general and specialist software applications to support program.

Learn, interpret and apply policies, laws, rules, regulations and objectives of the County Offices of Education and the specific requirements of programs and projects.

Write reports, summaries and prepare presentations as requested.

Apply basic mathematical skills.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by college-level coursework in childhood education, child development, education, or a related field, and three years of experience working in public relations, special events coordination or professional development.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Seeing to read a variety of a materials.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Lifting, carrying, pushing and pulling moderately heavy objects as needed.
Reaching overhead and above shoulders to retrieve materials.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16