

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EARLY LEARNING INNOVATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, provides hands-on coaching and classroom-based support to teachers, paraeducators and care providers to support inclusive practices in early childhood settings across Santa Clara County; utilizes evidence-based tools, observational data and developmentally appropriate frameworks to guide and support the implementation of inclusive environments that align with state early learning standards.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides training and ongoing support to childcare providers and Local Educational Agencies (LEAs) to ensure inclusive early learning practices are consistently embedded in daily routines and interactions across site-based and center-based settings.

Delivers on-site coaching and models inclusive practices in early childhood classrooms using evidence-based tools such as Teaching Pyramid, Inclusive Classroom Profile (ICP), Classroom Assessment Scoring System (CLASS).

Engage in ongoing collaboration with site staff to strengthen skills and enhance the effectiveness of inclusive practices.

Gathers and analyzes observational data using tools such as the Teaching Pyramid, Inclusive Classroom Profile (ICP), and CLASS to identify strengths and monitor growth in early learning environments.

Provides individualized feedback and support to classroom aids and teachers based on observation data and classroom needs.

Maintains and updates training records in designated tracking systems, to ensure timely and accurate documentation.

Prepares and distributes comprehensive training materials and maintains records of attendance and professional development evaluations.

Maintains detailed documentation of coaching sessions, classroom supports and observed outcomes to support continuous improvement and fulfill reporting requirements.

Supports the facilitation of professional development designed by certificated staff; may lead portions focused on CLASS, ICP, or Teaching Pyramid based on certification.

Co-facilitates Communities of Practice under the guidance of certificated coordinator with a focus on practical strategies and classroom application as needed.

Early Learning Innovations Specialist- continued

Page 2

Conducts training during evening and weekends, to accommodate the scheduling needs of the providers served.

Contributes insights from the field to support program improvements and informed decision making.

Supports Makerspace training and activities for educators and childcare providers.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

K- 12 curriculum and public-school environments;
Teaching Pyramid, Inclusive Classroom Profile (ICP), and Classroom Assessment Scoring System (CLASS);
Principles of adult learning;
Training and coaching methods and strategies;
Child development and inclusive learning practices;
Data collection and analysis methods;
Record-keeping techniques and report preparation techniques.

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/ school/ curriculum needs for curriculum reform and school development planning;
Provide technical, specialized, consultative, advisory and planning services in assigned instructional area;
Provide direction and leadership to interpret data in the development and implementation of strategic planning;
Work flexible hours, including evenings and weekends;
Deliver engaging, practical training to early childhood educators and care providers;
Collect, document, analyze and use observational data to assess practices and guide support;
Create and maintain accurate documentation and records;
Establish and maintain collaborative working relationships with others;
Collect and analyze data in a variety of settings and ways;
Meet schedules and timelines;
Work independently with little direction;
Operate a variety of office equipment, a computer and assigned software;
Communicate effectively both orally and in writing.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

Early Learning Innovations Specialist- continued**Page 3****EDUCATION AND EXPERIENCE:**

Bachelor's degree in child development or related field, and two (2) years increasingly responsible experience in early childhood education including classroom instruction.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential or Valid California Child Development Site Supervisor Permit

Valid California driver's license

Three years' experience providing training, coaching or professional development to adult learnings.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

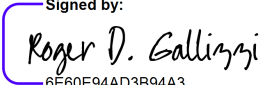
PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

Signed by: 
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Approved: Roger D. Gallizzi Date
Interim Associate Superintendent-Personnel Services

Signed by: 
AEFF8FA0C5E741B... 10/15/2025 | 11:38 AM PDT

Authorized: Dr. David M. Toston, Sr. Date
County Superintendent of Schools