

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TECHNICAL ADVISOR EARLY LEARNING INITIATIVES

BASIC FUNCTION:

Under the direction of assigned administration, the Technical Advisor Early Learning Initiatives provides advanced technical expertise, training, and instructional facilitation to early childhood educators and child care providers; This position directly supports , childcare providers, early learning programs and school districts by planning, developing, and delivering specialized professional development modules to improve the overall quality of care and early education for children ages birth to age 12 across the region, as supported by the California Department of Education & California Department of Social Services.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES

Plans, coordinates, and facilitates California Preschool Instructional Network (CPIN) professional development modules for early educators and childcare providers;

Delivers comprehensive instruction based on the California Preschool and Transitional Kindergarten Learning Foundations (PTKLF);

Presents specialized content across multiple domains including Health, History–Social Science, Language and Literacy Development, Mathematics, Physical Development, Science, Social and Emotional Development, Visual and Performing Arts, and Family Partnerships and Culture;

Facilitates evidence-based modules including the Preschool English Learner's Guide, The Powerful Role of Play, and the Integrated Nature of Learning;

Leads training sessions aligned with the California Department of Education's Count, Play, Explore initiative, focusing on early childhood Mathematics, Science, Engineering, and Technology;

Provides California Preventive Health and Safety Program (CPHSP) training services, incorporating Emergency Medical Services Authority (EMSA) approved Health and Safety instructions;

Delivers instructional materials and professional development opportunities in both English and Spanish to effectively serve diverse educators and communities;

Collaborates with regional teams, educational leads, and state agencies to implement approved materials and improve care environments.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

California Preschool and Transitional Kindergarten Learning Foundations (PTKLF) Frameworks.
 California Department of Education's Count, Play, Explore initiatives and STEM/STEAM methodologies for early learners.
 California Preventive Health and Safety Program (CPHSP) guidelines and EMSA-approved health regulations.
 Specialized early childhood guides including the Preschool English Learner's Guide and theories on the role of play in learning.
 Principles, practices, and techniques of adult learning and professional development delivery.
 Diverse cultural backgrounds and strategies for supporting dual-language learners.

ABILITY TO:

Facilitate high-quality, engaging professional development modules to early educators and childcare providers.
 Communicate effectively both orally and in writing in English and Spanish, as needed.
 Interpret, apply, and explain complex state educational frameworks, initiatives, and health regulations.
 Establish and maintain cooperative, positive, and trusting relationships with regional partners and diverse educational communities.
 Maintain accurate records and prepare comprehensive training reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:
 Bachelor's degree in Early Childhood Education, Child Development, or a closely related field.
 Three (3) years of increasingly responsible experience in early childhood education, including experience delivering professional development or training to adult learners.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License.
 EMSA Health and Safety Certification.
 CPR and Pediatric First Aid Certification.
 Specialized Trainer Certification (such as UCSF/CCHP or American Red Cross) preferred.
 Biliteracy or bilingual proficiency in English and Spanish preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom training environments.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard training equipment and a computer keyboard.
 Seeing to read a variety of materials and present instructional modules.

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Sitting or standing for extended periods of time while conducting training sessions.
Hearing and speaking to exchange information and deliver presentations.

HAZARDS:

Slipping, tripping, falling.

Ergonomic injuries, repetitive motion injuries, eye strain.

Indoor air pollution.

	Signed by:  DBF949FF8CD4401... 8/13/2026 3:11 PM PDT
Approved:	Kanika D. White, Ed.D. Associate Superintendent-Human Resources Date
	Signed by:  AEFF8FA0C5E741B... 8/13/2026 2:54 PM PDT
Authorized:	Dr. David M. Toston, Sr. County Superintendent of Schools Date