

City of San José
CLASS SPECIFICATION

Title: Early Childhood Education Specialist (FT/PT) (6136/6137)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks and Recreation	Varies	Non-Exempt

CLASS SUMMARY

Under direction, provides specialized support in developing, promoting, and delivering programs and projects for the City's recreation preschool and early education programs. Identifies and analyzes the needs of the community related to early childhood education services. Gathers, organizes, and evaluates data. Plans, monitors, and distributes budget resources for specific activities, events, programs, or projects. Reviews requests for service for completeness, contractual obligation and funding requirements and forwards to appropriate party. Recruits, supervises, and trains part-time staff and volunteers. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced level in the Early Childhood Education class series. The Early Childhood Education Specialist is responsible for performing specialized assignments in developing, promoting, and delivering programs and projects targeted children age 5 and younger. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. It differs from the lower level of Early Childhood Education Instructor in that the Early Childhood Education Specialist is responsible for program management responsibilities for preschool and early education programs, while the Early Childhood Education Instructor performs the hands-on, day-to-day activities related to preschool and early education programs.

QUALIFICATIONS

Minimum Qualifications

Education and Experience: Possession of a Bachelor's degree from an accredited college or university in Child Development, Early Childhood Education, Human Development or related field and at least one (1) year (equivalent to 2080 hours) of full-time experience performing early childhood education programming and/or related activities.

Acceptable Substitution

Additional years of increasingly responsible experience performing early childhood education programming and/or activities may be substituted for the education requirement on a year-for-year basis for up to two (2) years. There will be no substitute for required one (1) year (equivalent to 2080 hours) of experience performing early childhood education programming and/or activities.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid California driver's license.

- A valid First Aid certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.
- A valid CPR certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, citywide and departmental procedures/policies and federal and state rules and regulations.
- Analytical Thinking – Approaches a problem or situation by using a logical, systematic, sequential approach.
- Collaboration – Develops networks and builds alliances; engages in cross-functional activities.
- Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other peoples' ideas and thoughts.
- Computer Skills - Experienced with common business computer applications, including but not limited to MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Coaching – Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Planning – Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Experience planning and designing recreational and instructional activities and programming for children, 5 years and younger.
- Experience utilizing and implementing developmentally and age-appropriate best practices in early childhood to provide high-quality early learning and recreation programs that create and foster a supportive, safe, creative, warm and caring learning environment.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Oversees the day to day oversight and operation of a high-quality recreation preschool and early learning programs; provide in-classroom support, address parent/caregiver questions, identify staff support needs, classroom resource /material needs, etc.	Daily/Several Times
2.	Identifies, evaluates, analyzes, and provides recommendations to effectively meet the needs of children and the community related to recreation preschool and early learning programs. Participate and foster partnerships with community members, educational institutions, and public and private agencies.	Daily/Several Times
3	Conducts surveys and needs assessments; analyzes the data and information to develop, enhance programs that are developmentally and age-appropriate for children, 5 years and younger, as well as meet the needs and interests of the community.	Daily/Several Times
4	Works closely with program staff to identify program, classroom, and instructional needs (i.e., materials, equipment, furniture, cleaning, etc., Works closely with supervisor and team to address identified needs in a timely manner.	Daily
5	Assists supervisor with the administration and oversight of the program; provides direction and support and training to staff and volunteers, as assigned.	Daily
6	Oversee the planning, preparation, coordination, leading, and supporting developmentally and age-appropriate and best-practices to create a high-quality recreation preschool and early learning program. Provide staff support and guidance with daily preschool and early learning activities,	Daily/Several Times
7	Role models, guides, promotes, and reinforces developmentally and age-appropriate standards of behavior; supervises children participating in early education activities; assist staff in addressing challenging behavior and resolving conflicts between children; follows established recognition and discipline procedures.	Daily/Several Times
8	Leads, completes and maintains accurate and timely documentation and tracking of on-going assessments., screenings, and related programming activities.	Daily
9.	Provides effective customer service to the public; provides information regarding services; answers questions regarding the program.	Daily
10.	Performs basic office support duties such as making copies, filing, using and computer applications; prepares instructional materials and securing supplies.	Daily
11.	Participates in the development and design of developmentally and age-appropriate educational curriculum. Assists program and instructional staff in planning, developing, and leading activities that guides, supports, and motives children's learning, development, and curiosity.	As Required
12.	Refers students and/or families to community resources and coordinate program and in-classroom support for students with suspected or diagnosed disabilities.	As Required
13.	Reports suspected cases of child abuse in accordance with state-mandated reporting and city policy.	As Required

14.	Performs first aid and CPR and related reporting in accordance with department and city policies and procedures.	As Required
15.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within indoor and outdoor work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements.
- Lift, carry, push, and pull materials and objects weighing on average 25 pounds, or heavier weights, in all cases with the use of proper equipment.
- Work in classroom and office which may include unpredictable working conditions including but not limited to exposure to moderate to loud noise levels.
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet; read printed materials and from computer screens.
- Communicate in person, over the telephone and in writing.
- Maintain professional demeanor during interactions with staff, students, parents, and the public.

CLASSIFICATION HISTORY *Created 06/22, s001*