

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2021
RANGE: 48.0
CLASSIFIED
CODE: NONE

PROJECT SPECIALIST – EARLY LEARNING SERVICES

DEFINITION

Under general supervision, the Project Specialist - Early Learning Services shall be responsible for developing, coordinating, and implementing special projects directly related to improving outcomes for children within Kern County, including serving as facilitator to the Early Childhood Council of Kern (ECCK) also known as the Local Child Care and Development Planning Council.

EXAMPLES OF DUTIES

Promote community education directly related to early learning and care, child development, and related issues;

coordinate and attend Early Childhood Council of Kern (ECCK) meetings and all pertinent subcommittee meetings;

develop, write, and edit ECCK meeting agendas, correspondence, and promotional material;

attend and represent the ECCK by attending meetings throughout Kern County and the State of California, as appropriate;

assist the community with strengthening programs for children, families, and early learning and care programs through partnerships;

provide data, technical assistance, resources, professional learning opportunities, and other information to the early learning and care field;

maintain a social media presence by posting relevant resources and materials to the ECCK social media and website;

answer questions and provide information and technical assistance to the general public, and to existing and potential children's services;

collaborate with public/private agencies, business and the general public to meet child and family services needs within Kern County;

analyze the impact of local, State, and Federal legislation directly related to the field of early learning and care;

serve on county and/or state-wide task forces or committees related to early learning and care;

promote community education on early learning and care issues;

collaborate with related organizations in the planning and implementing of special events;

prepare written and oral reports to be presented to the Kern County Board of Supervisors, Kern County Superintendent of Schools, and official stakeholders as governed by official protocol;

gather and maintain a variety of statistical information for needs assessment, planning, and evaluation purposes;

perform other related duties, as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of local community resources, government agencies, Kern County communities, and management of public relations related to early learning and care throughout Kern county;

local/state health and safety codes applicable to child care facilities;

the range of governmental legislation and sources of funding that affect child care facilities;

grants and contracts;

evaluation and data collection;

principles and procedures of record keeping, research and report preparation, and business letter writing;

modern office procedures and methods including computer equipment and software applications;

principles of supervision and training; English usage, spelling, grammar and punctuation.

Ability to:

Interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;

research, compile, analyze, interpret and prepare a variety of statistical and administrative reports and proposals;

work collaboratively with other departments, businesses, community-based and public agencies;

lead and/or facilitate community meetings;

communicate clearly, concisely, both orally and in writing;

demonstrate strong organizational skills;

establish and maintain cooperative working relationships with those contacted in the course of work;

ability to work a flexible schedule, including evenings and weekends.

Experience:

Three (3) years of increasingly responsible administrative experience working in early learning and care, child and family services, and/or community service programs.

Education:

BA/BS in child adolescent & family studies, liberal arts, public relations, public administration, business administration or related field.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification

within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

11/4/2021

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