



PROGRAM SPECIALIST – UPK & EARLY EDUCATION SUPPORT

Certificated Job Description

IMMEDIATE SUPERVISOR:

Coordinator of UPK & Early Educator Support

ESSENTIAL FUNCTIONS:

1. Provide support in all areas of UPK implementation including support, training and technical assistance for administrators, teachers and community members around best practices in advisement for early education and all aspects of UPK implementation.
2. Act as a resource by developing, facilitating, and providing professional learning opportunities to educators throughout Kern County on topics including, but not limited to, early education instruction, UPK implementation and workforce recruitment.
3. Function as part of a team to create, deliver and maintain support and implementation of all aspects of UPK implementation.
4. Plan and deliver professional learning, meetings and develop resources to facilitate the professional growth of administrators, early education teachers.
5. Plan, organize, and promote various activities necessary for the implementation of strong early education (Pk-3) programs and workforce recruitment.
6. Work as a team to create and maintain a system to distribute stipends, as appropriate, to eligible individuals to support the UPK workforce recruitment initiative.
7. Work as a team to collaborate with local Institutions of Higher Education and local CTE programs to build a workforce recruitment system of support for the early education teaching pathway.
8. Act as a resource to school districts and the county office around UPK implementation and early education support; including, but not limited to, professional learning, technical assistance and workforce recruitment.
9. Collaborate with professional and community committees, workgroups, organizations, institutions, and other agencies at the local, state, and national levels to promote best practices in early education.
10. Participate in appropriate statewide, regional and local training activities.
11. Maintain accurate and timely records required by the scope of work.
12. Support program evaluation, reporting and planning.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and experience with early childhood education, including the preschool foundations.
2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in UPK implementation, early education pedagogy, and development of impactful professional learning opportunities.
4. Knowledge of and willingness to stay abreast of the use of data, data analysis, and data visualization.
5. Knowledge of and willingness to stay abreast of effective instructional strategies and materials.
6. Demonstrate personal characteristics conducive to good communication and self-management.
7. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
8. Ability to drive to various school sites and meeting locations.
9. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
10. 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.

B. Professional Qualifications:

1. Demonstrate highest standards of professional integrity, honesty, ethics, confidentiality and professionalism.
2. Ability to express oneself effectively in public, in conference and in writing, and to use these skills to lead professional development meetings.
3. Ability to provide leadership in the development and implementation of instructional practices.
4. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners and stakeholders.
5. Proven ability to work effectively with diverse groups and individuals.
6. Ability to effectively structure, organize, systematize and complete tasks and activities.
7. 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.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold a Bachelor's degree from an accredited college or university.
2. Must hold appropriate California Teaching Credential(s).
3. Master's degree preferred.

B. Experience:

1. Successful teaching experience in an early education setting- general and/or special education classroom.
2. Experience and study that indicate knowledge of the preschool foundations and developmentally appropriate practice in an early education setting.
3. Successful experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.
4. Experience and knowledge in adult learning theory to ensure successful professional learning opportunities for adults.
5. Experience mentoring teachers preferred.

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