

SANTA CRUZ COUNTY OFFICE OF EDUCATION

PROJECT SPECIALIST, EARLY CHILDHOOD

DEFINITION

Under general supervision, implement Santa Cruz County of Education Early Childhood Department's projects, services, and activities.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and implement procedures and record-keeping systems pertaining to projects, services, and activities.

Prepare required program reports.

Provide orientation and on-going training to ensure that the staff is informed of program and/or project requirements.

Conduct on-going First Aid/CPR/AED trainings as needed.

Maintain on-going procedures for internal and external communications related to program and/or project services and activities.

Oversee compilation of data for reports and planning activities.

Oversee data standardization in coordination with appropriate agencies and/or sponsors.

Identify local client needs and trends.

Plan and implement professional development activities for clients.

Oversee publication of quarterly newsletter.

Conduct presentations as needed.

Participate in the development of annual goals and objectives.

Keep informed of new and proposed program changes and regulations.

Represent the agency in the community, as needed.

Attend staff meetings.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and equipment including computer equipment and applicable software program

Child care programs and resources.

Data collection, record keeping, and report writing and preparation.

Customer service techniques.

Principles and practices of supervision.

English usage, spelling, vocabulary, grammar, and punctuation.

Word processing, data base management and spreadsheet methods, techniques, and programs.

Skill and Ability to:

Use word processing and spreadsheet programs; understand and independently carry out complex written and oral instructions.

Perform multiple tasks simultaneously and meet deadlines.

Maintain confidentiality as it pertains to agency procedures and client files.

Function as a team player; coordinate workshops.

Provide accurate work; complete complex reports.

Develop statistical reports.

Apply good judgment and tact in responding to the public; provide pleasant and effective telephone conversations; respond effectively to diversified needs of clients; provide excellent public relations.

Communicate clearly and concisely, both orally and in writing. Understand and follow oral and written instructions.

Plan and organize work to meet schedules and timelines.

May require bilingual ability of English and Spanish.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by two years of college course work in early childhood education or a related field.

Experience:

Two years of responsible technical experience in the child care and development or related field and one year of experience providing technical and functional supervision.

License or Certificate:

Possession of a valid First Aid/CPR/AED Instructor's certificate.

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. The employee is frequently required to attend meetings and conferences out of the immediate geographical area.

Ability to work in a standard office environment with ability to travel to different sites and locations. The noise level in the work environment is moderately quiet.

Approval Date: December, 2001

Revised Date: June, 2019

Revised Date: September 16, 2025 (Previous Title: Project Specialist, Child Development Programs)