



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Project Liaison, Early Childhood Education

Class Code: 1437

Work Days: 200

GENERAL PURPOSE

Assist in the implementation and development of quality improvement technical assistance, training, coaching, and support to early learning educators and directors and/or working with parents and caregivers under the Quality Rating and Improvement System or the Home Visiting Initiative; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher level management staff.
2. May exercise direct supervision over technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
2. Assist in the development and preparation of program/training materials.
3. Assist in the organization, scheduling, and facilitation of professional development trainings, workshops, and meetings.
4. Attend conferences, trainings, and meetings to remain abreast of current early childhood education practices.
5. Maintain records pertaining to program services, compile reports and statistical information needed for evaluation of program effectiveness, reporting purposes, and planning of duties.
6. Demonstrate attendance sufficient to complete the duties of the position as required.
7. Perform related duties similar to the above in scope and function as required.

Quality Rating and Improvement System

1. Provide on-site training, coaching, and technical assistance to early childhood administrators and teachers in support of the development and implementation of quality improvement plans.
 2. Administer classroom-level quality improvement assessment tools; analyze assessment results; prepare reports; and present results to administrators and teachers.
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Home Visiting Initiative

1. Build and maintain relationships with community-based organizations, education agencies, other local agencies, and private organizations and businesses; and connect parents and caregivers with resources.
2. Coordinate case plans for clients and ensure families and children are connected to early learning opportunities.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Early childhood education, quality assessment tools, and/or child development and school readiness principles.
2. Early care and education system.
3. Adult learning theory and practice.
4. Effective instructional strategies.
5. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Manage multiple competing priorities efficiently and effectively.
2. Successfully plan, organize, and direct an assigned project from start to finish.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in child development or related field and three (3) years of experience working with preschool educators and administrators or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is moderately paced with moderate to high pressure.