



SJCOE
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Job Description

POSITION TITLE: Project Facilitator I #6092
Head Start Curriculum Support Specialist
Head Start San Joaquin
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 3

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree (or equivalent experience) in Early Childhood Education (ECE), Child Development or related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years recent experience working in early care and education programs. Previous experience serving in a leadership position with early care/preschool educators working in subsidized programs, including both public agencies and non-profit community-based organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in organization, planning, setting agendas, and coordinating/conducting meetings/trainings/site visits. Ability to evaluate and train staff. Ability to operate a computer and knowledge of assigned software. Possess effective communication skills. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Possess or be eligible to apply upon employment for a Child Development Permit (Site Supervisor or Program Director level) as issued by the California Commission on Teacher Credentialing. Knowledge of and experience with California Department of Education Early Learning System and related tools (e.g. Learning Foundations, Curriculum Frameworks, Preschool English Learners Guide, and Early Childhood Educator Competencies), Title 22 and Title 5 regulations as well as quality indicators associated with early education programs.

DISTINGUISHING CHARACTERISTICS:

The Project Facilitator series represents management level positions and has two levels.

SUMMARY OF POSITION:

Under the direction of the Head Start Director, the Project Facilitator I, will work with SJCOE Head Start and ECE managers as well as Head Start San Joaquin educational partners to maintain and/or improve program quality in Head Start San Joaquin classrooms by providing support with regard to curriculum implementation and related assessments. The Project Facilitator I will conduct classroom visits when appropriate and collaborate with direct early education staff, assigned coaches/mentors (where applicable), and administration to ensure lesson plans reflect classroom and individual child needs across all developmental domains. Specific components will be targeted for strengthening through information gathering, analyzing, and problem solving in order to provide the following services: coaching/mentoring, professional development trainings, higher education opportunities, site/classroom meetings, and educational/curricular resources. In addition to conducting classroom visits and individual consultations, the Head Start Project Facilitator I will provide direct coaching/mentoring services as well as professional trainings when appropriate.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
2. Communicate effectively both orally and in writing.
3. Analyze situations accurately and adopt an effective course of action.

4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Establish and maintain cooperative and effective working relationships with others.
6. Work independently with little direction.
7. Meet schedules and time lines.
8. Prepare reports as needed for program.
9. Oversee and manage budgets.
10. Work effectively with Head Start San Joaquin educational partners to support all areas of curriculum implementation, lesson planning and related child assessments to maximize the benefit to all enrolled children.
11. Maintain confidentiality on issues concerning agency/district, program and staff.
12. Have knowledge and experience supporting the implementation of high-quality teaching and instructional practices for the purpose of stressing the powerful impact of teacher-child interactions and intentional approaches on school readiness and later school success.
13. Develop and maintain schedules for on-site visits and observations for the purpose of gathering curricular related information and develop plans for follow-up as needed.
14. Provide constructive feedback and on-site support for teaching practices for the purpose of increasing teacher confidence and competence. This may include modeling, co-teaching, observing, providing reading materials or other resources as needed.
15. Support teacher implementation of program's Planned Language Approach for the purpose of meeting the key language needs of all children as well as children learning English.
16. Gather and record information about educational partner and/or teacher's implementation of identified curriculum for the purpose of summarizing and displaying data to develop lesson plans as appropriate to meet student needs.
17. Provide follow up support to staff following any form of training for the purpose of increasing implementation of information and transfer of skill into practice.
18. Work jointly with SJCOE early childhood education and Head Start managers to compile and interpret program data for the purpose of determining focus areas for mentoring and professional development as well as developing data related procedures as needed.
19. Travel as needed throughout San Joaquin County service area for the purpose of fulfilling rating and/or mentoring duties and responsibilities.
20. Participate in substantial initial and ongoing professional development for the purpose of providing effective curriculum implementation support as well as provide expertise on theory and practices that support children's development.
21. Demonstrate experience working with special populations or children in different learning environments, including children with disabilities, children who are dual language learners &/or children who are homeless or involved in the child welfare system for the purpose of providing guidance to staff on supportive practices.
22. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE, school district staff, Court staff, outside agency staff, and the public.