

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATION LIAISON (Early Childhood Education)

RANGE: 27

BASIC FUNCTION:

Under the direction of the Manager, Educational Services, participate in facilitating and improving the educational accomplishments and opportunities for early care and education teaching staff and directors at early childhood programs throughout the County; serve as liaison and resource for early care and education providers and community partner agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Participate in facilitating and improving the educational accomplishments and opportunities for early care and education providers across Contra Costa County; conduct outreach activities and maintain effective collaborations with community partners.

Serve as liaison and resource for early care and education providers and community partners; facilitate communications among Contra Costa partner agencies, Contra Costa Community Colleges, Community Services Bureau, Head Start, school districts and other agencies related to the education and care of young children.

Identify and negotiate appropriate educational services for early care and education providers; communicate with community partners and school personnel regarding education needs; coordinate assessment referrals, technical assistance, trainings and professional development for early care and education programs as determined by program monitoring guidelines and approved by Manager, Educational Services.

Facilitate timely completion of external program assessments and program improvement plans; compile information needed for early care and education staff enrollment in professional development opportunities required for AB 212 Professional Development Program, CARES Plus and Contra Costa's Quality Rating and Improvement System (QRIS) including program and teacher portfolio documentation, education records, and classroom assessment documents.

Communicate program requirements, time lines, community and education events and updates to staff, participants, the public and outside agencies as needed; communicate with various County Office Departments and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Attend local or regional cross-agency collaborative meetings, conferences, trainings and workshops as assigned; provide educational training for early childhood education staff as needed.

Coordinate processing of document collection, portfolio review and evidence verification provided for the QRIS program.

June 2013

Prepare and maintain a variety of records and reports related to assigned activities; prepare program materials for distribution; develop informational spreadsheets as assigned.

Operate a computer, assigned software and other standard office equipment; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Early childhood education policy and programs

Data management systems and database development and maintenance

California-specific early childhood education system and education policy

Program policies, procedures and objectives

School district procedures and the Social Service system

Applicable laws, codes, rules and regulations related to assigned activities

Mediation techniques and procedures

Interpersonal skills including tact, patience and courtesy

Oral and written communication skills

Organizational and administrative skills, attention to detail and record-keeping techniques

MS Office with strong word processing, Excel, database, and internet research skills

ABILITY TO:

Participate in facilitating and improving the educational accomplishments and opportunities for early care and education providers and community partner agencies.

Serve as liaison and resource for early care and education providers and community partner agencies.

Establish and maintain cooperative and effective working relationships with teaching staff, program directors and community members.

Mediate difficult and intense interpersonal situations.

Identify and negotiate appropriate educational services for early care and education providers.

Communicate effectively both orally and in writing.

Analyze situations accurately and determine appropriate course of action.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Prepare and maintain records and reports related to assigned activities.

Operate a computer and other standard office equipment.

EDUCATION AND EXPERIENCE:

Bachelor's Degree with an emphasis in Human Development, and four years increasingly responsible experience in education, social services or related field. Demonstrated experience with project coordination and implementation. Substantive knowledge and understanding of Early Care and

Education public policy, organizational and funding system, preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information

Seeing to read a variety of materials

Sitting for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard