

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EARLY CARE AND EDUCATION PROJECT SPECIALIST

RANGE: 25

BASIC FUNCTION:

This grant-funded position will support the Contra Costa County Office of Education in leading the newly-funded California State Preschool Program (CSPP) Quality Rating and Improvement Systems (QRIS) Block Grant and the California Transitional Kindergarten Stipend Project (CTKS) grant related activities. **This position is grant funded and will terminate once the grant-funded activities related to the CSPP and CTKS grants have ended on June 30, 2017.**

Under the direction of the Manager, Educational Services, perform a variety of activities in support of various databases including the WELS Data System, First 5 Contra Costa Persimony Data System and other CCCOE data tracking system; provide technical assistance to database users; assist in the development, implementation and maintenance of database, system applications, and tracking tools for the CSPP QRIS and CTKS grants. Prepare, maintain, process, reconcile and verify various data, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide responsible administrative, clerical and operational support services in the design, development, implementation, and evaluation of an assigned Early Care and Education (ECE) program; assure integrity of division activities; assure consistency, accuracy and timeliness in the operational functions of assigned program or division; achieve project time lines and goals.

Research and compile information from a variety of sources; prepare drafts, summary reports, displays and brochures as assigned; prepare and maintain a variety of records, reports and materials related to assigned activities.

Assist in developing, monitoring and coordinating project budget; compile information from a variety of sources and prepare summary reports; compile data for budget binders as assigned by the position.

Gathers statistical student data to be included in various reports pertaining to special populations, student and faculty surveys; downloads and reconfigures information from the District's computer databases and analyzes data to develop reports

Distribute, collect and process CTKS applications and forms required for stipend processing and manager's approval; evaluate applicant information and determine eligibility; obtain supporting documents as needed; track stipend disbursement and payments.

Participate in developing, planning, implementing and evaluating office procedures and support activities to improve efficiency of program.

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Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information; serve as liaison for the assigned projects and various COE departments, and School Districts and partner agencies participating in the project; serve as technical resource for the projects providing information and responding to questions regarding assigned activities.

Attend and facilitate meetings and in-service training sessions as assigned by the project's Manager; maintain current knowledge of current trends and practices of assigned division or program; represent the County Office in meetings and conferences as assigned.

Participate in the marketing activities for the projects or program as assigned; develop forms, flyers, newsletters, brochures or other marketing materials utilizing computer software applications.

Develop project agreements and memorandum of understanding with partner agencies.

Operates a variety of personal computers and various software packages related to data analysis, spreadsheets, and word processing utilizing Excel, statistical analysis software, relational database analysis, in-house tracking tools, and similar information management tools.

OTHER DUTIES:

Perform special projects for the administrator/manager as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, objectives and guidelines of assigned division or program.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills including tact, patience and courtesy.

Basic budgeting practices regarding monitoring and control.

Basic principles and practices of fiscal, statistical and administrative research and report preparation.

Oral and written communication skills.

Public speaking techniques.

Record-keeping, research design and analysis, computer techniques pertaining to downloading and retrieval of data, and report preparation techniques.

Software programs such as Excel, Access, File Maker Pro, Survey Monkey, Smartsheets or other statistical packages

ABILITY TO:

Provide responsible administrative, clerical and operational support services in the design, development, implementation, and evaluation of an assigned division or program.

Read, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Provide technical assistance to assigned programs and staff.

Communicate effectively both orally and in writing.

Collect data; provide clear and concise reporting findings.
Maintain accurate files; plan and organize work.
Operate a variety of office equipment including a computer.
Participate in the development of and oversee assigned budgets.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Education and experience equivalent to a Bachelor's Degree from an accredited college, including experience in data analysis and programming; or an equivalent combination of education and experience that could likely provide the desired knowledge, skills, and abilities.

Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of school districts and ECE programs' students, faculty, staff and community.

Experience working in the K-12 education system, higher education institutions or public/community agencies.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching.