CLASS TITLE: EARLY CHILDHOOD EDUCATION (ECE) ADVISOR - Early Childhood Programs (ECP)

BASIC FUNCTION:
Under the direction of the ECP Director, the ECE Advisor connects early childhood educators to support services, including college counseling, financial aid, tutoring, mentoring and study skill workshops. The ECE Advisor also assists early childhood educators in applying for the Child Development Permit, creates PD plans and promotes the enrollment of the student in available stipend programs. The ECE Advisor conducts targeted outreach and collaborates with early childhood professionals to identify and promote resources that improve early childhood professional development and service delivery within the county.

REPRESENTATIVE DUTIES:
Define strategies that will improve recruitment to the field, retain early childhood educator staff and providers, and further professional advancement; 

Monitor and track emerging needs and trends in the field including cross-discipline education and collaborative training programs; 

Provide stipend enrollment assistance and maintain student records to adequately monitor progress in early childhood course completion and stipend program participation; 

Provide ongoing guidance, direction and support to early childhood educators in obtaining the Child Development Permit. Identify continuing needs for resources necessary to address early childhood educator training and professional development; 

Assist students in developing a professional development plan and conduct ongoing progress monitoring; 

Develop, coordinate and facilitate training as needed; 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Child Development Matrix; 
High quality instructional practices, programs and strategies for early learners; 
Policies and objectives of early childhood education programs and activities; 
State regulations and best practices for daily operation in center based and FCC settings; 
Basic health and safety regulations and strategies for 0 to 5 year old programming; 
Interpersonal skills using tact, patience and courtesy; 
Report writing techniques; 
Technical aspects of the special project areas;
Basic budget preparation and control;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and families;
Record-keeping techniques; and
Word processing, spreadsheet, and database software applications used by VCOE.

ABILITY TO:
Plan, organize, and coordinate components of multiple special projects;
Troubleshoot and solve project issues and problems;
Read, analyze, understand, explain, and implement technical information related to assigned special projects;
Operate computers and related software applications;
Communicate effectively both orally and in writing;
Learn, apply and explain policies, procedures, rules and regulations;
Maintain current knowledge of program rules, regulations, requirements and restrictions; and
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
A bachelor degree in Early Childhood Education (ECE), or related field and three years of teaching experience in the early childhood field. Successful experience of having worked with adult learners. Collaboration with the community college level and/or 4-year high education institutions.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver’s License
Professional Growth Advisor (desirable)

WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions;
Subject to driving to conduct work; and
May be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and to conduct presentations;
Sitting and standing for extended periods of time; and
Dexterity of hands and fingers to operate computer equipment.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.