VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OPERATIONS SPECIALIST – Early Childhood Programs (ECP)

BASIC FUNCTION:
Under the direction of the ECP Director, this position will assist in coordinating early childhood education projects; work closely with program staff and community partners in project planning, implementation and budget and resource management, necessary to accomplish program goals and objectives. This position will also assure contract compliance with local, state, and federal regulations, policies, and timelines.

REPRESENTATIVE DUTIES:
Work with the ECP Director in coordinating and implementing countywide early learning projects; 
Assure agreements, activities, and projects comply with applicable local, state, and federal regulations, policies and timelines; identify compliance issues and problems and assist with resolution; 
Coordinate, summarize and analyze activities related to program evaluation, including preparation of program data received from internal and external sources; 
Develop, coordinate and facilitate training and site level coaching; 
Work with ECP Director to communicate with administrators, school district personnel and others to coordinate activities and programs, resolve issues and conflicts, and exchange information; 
Work with ECP Director to prepare and maintain a variety of narrative and statistical reports, records and files related to grant applications; assure compliance with applicable state and federal codes, rules, laws, and regulations; 
Facilitate development and implementation of outreach efforts, working with early childhood stakeholders to advocate for quality early learning programming; 
Assist with general administrative duties as directed; and 
Perform duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Families’ needs, workforce needs, and facilities issues in the early education system in Ventura County; 
High quality instructional practices, programs and strategies for early learners; 
Local, state and federal regulations, funding and policy related to early learning and the provision of early childhood education; 
Early Learning and Development research-based practices including Foundations; 
Environmental Rating Scales, and Desired Results; 
Design and delivery of effective services related to early childhood/preschool; 
Ventura County Office of Education organization, operations, policies, goals and objectives; 
Interpersonal skills to include collaboration, team building, and decision-making; and 
Effective oral and written communication strategies to suit different audiences.
ABILITY TO:
Plan, organize and coordinate activities to implement the overall scope of the department projects;
Effectively communicate verbally and in writing;
Effectively lead and facilitate group discussions;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Prepare comprehensive narrative reports;
Prepare and deliver oral presentations;
Establish and maintain cooperative and effective working relationships with others;
Prioritize and schedule work;
Meet schedules and time lines;
Work independently with little direction; and
Maintain ECP department databases and a variety of narrative and resource materials.

EDUCATION AND EXPERIENCE:
Bachelor’s degree with major coursework in child development, early childhood or a related field, and a minimum of five years of directly related experience in early childhood programming and project management.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions; and
Subject to driving to conduct work.

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.