CLASS TITLE: PROJECT SPECIALIST - Early Childhood Programs (ECP)

BASIC FUNCTION:
Under the direction of the ECP Director, this position will assist in coordinating early childhood projects and activities including but not limited to the Local Planning Council. Plan, design, establish timelines, participate in budget development and assure that project requirements are fulfilled.

REPRESENTATIVE DUTIES:
Assist with programs, activities, and efforts to comply with State and federal laws to meet funding requirements; 

Prepare and maintain records and reports related to assigned special projects and related activities; prepare periodic State reports as required; attend conferences, meetings and workshops as required; 

Complete tasks and projects to support the Local Planning Council, assist in meeting preparations, coordinate special meetings and workshops; participate in Council committees; and network with multiple community members, organizations and agencies; 

Operate a variety of office equipment, including a computer, VCR/DVR, and copier; operate a motor vehicle to visit various sites within the County to conduct work; 

Assist with general administrative duties as directed; 

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
High quality instructional practices, programs and strategies for early learners; 
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; 
Families’ needs, workforce needs, and facilities issues in the early education system in Ventura County; 
Word processing, spreadsheet, and database software applications used by VCOE; 
Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned special projects and activities; 
Policies and objectives of assigned special projects and activities; 
Interpersonal skills to include collaboration, team building, and decision making; 
Correct English usage, grammar, spelling, punctuation and vocabulary; 
Operation of computer and data entry techniques; and 
Oral and written communication skills.
ABILITY TO:
Assist and participate in developing plans to organize, coordinate, and conduct a variety of special project activities and operations;
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 database applications;
Learn, apply and explain policies, procedures, rules and regulations;
Meet schedules and timelines;
Work independently with little direction; and
Prepare and deliver oral presentations.

EDUCATION AND EXPERIENCE:
Any combination equivalent to:
Bachelor’s degree with major coursework in child development, early childhood or a related field, and
Minimum of two years social projects and services experience.

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

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:
Vision (which may be corrected) to read small print;
Sitting for extended periods of time;
Seeing to drive;
Speaking and hearing to communicate with others;
Bending, pulling, pushing, and reaching to maintain and retrieve records;
Walking to arrive at various meeting sites; and
Dexterity of hands and fingers to operate computer keyboard.

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

REVISED June 2016