



Orange County Head Start, Inc. CAREER OPPORTUNITY

Education Development Specialist

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

The Education Development Specialist is responsible for assisting the Education Development Coordinator with the delivery of a professional development system to ensure teacher professional development and performance in accordance with all applicable regulations, including the Head Start Performance Standards and the Head Start Act of 2007. Primary responsibilities include, assisting with: Classroom observations utilizing the CLASS tool and preparation of related reports; tracking of teacher professional development and education activities; supporting education, disabilities, and mental health monitoring of the grantee and delegate agencies; providing support, training, and guidance to teaching staff.

Education: A minimum of a Bachelor's degree in Early Childhood Education or Child Development and three infant and toddler units required. Must possess and maintain CLASS Reliability.

Experience: Minimum of 5 years of related experience, preferably in Early Head Start, Head Start or other similarly funded organization. Experience with staff training/coaching/mentoring preferred.

This is an 11 month position. We offer salary range is \$25.00 – 27.00 per hour depending on education, excellent benefits, and the opportunity to serve the most vulnerable children and families in Orange County.

Final filing date Wednesday, June 13, 2018 at 5:00 p.m.

Apply now to join our team! Submit an application, resume and transcripts to:

Orange County Head Start Inc.

2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: *EDUCATION DEVELOPMENT
SPECIALIST***

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: Pay Grade

EXEMPTION STATUS: EXEMPT

Job Purpose Summary

Under general supervision, responsible for assisting with planning, coordinating and implementing a teacher professional development system to ensure that teaching staff have a variety of professional development and educational opportunities to meet the performance requirements and all applicable regulations, specifically Head Start Performance Standards and the Head Start Act of 2007. Assist with the implementation of a CLASS monitoring system and training and technical assistance plan for the grantee and delegate agencies to ensure professional development of teachers, quality practices and compliance with all applicable regulations. Assist with coordinating the assessment and tracking of all teacher professional development and education activities.

Essential Job Duties

Assist Education Development Coordinator with the following:

- The delivery of a teacher professional development system that results from the monitoring, CLASS assessments, Self-Assessment, and child outcome data as well as any other training necessary to ensure teacher professional development and performance in accordance with requirements from Head Start Performance Standards and the Head Start Act of 2007 for grantee and delegate agency teaching staff, center directors and related education staff.
- Observing classrooms utilizing the CLASS tool and preparing related paperwork and reports to identify and inform the teacher professional development system for additional teacher training and development needed.
- Providing support for education, disabilities, and mental health monitoring for the Head Start/Early Head Start services of the grantee and delegate agencies.
- Interpreting and providing guidance on the Head Start Performance Standards and Orange County Head Start Service Area Plans, Policies and Procedures.
- Acting as a resource to provide compliance clarification on monitoring findings for education services as required.
- Informing Delegate Directors, Education Managers, and Center Directors of areas of noncompliance and conducting follow up on identified concerns.
- Maintaining data management system(s) to track and implement teacher professional development activities for individual staff and agency-wide.

- Providing education technical assistance and training to staff as determined by monitoring data and training needs analysis.
- Providing support, training, and guidance to Teacher Coaches and center staff participating in the Teacher Coach Academy.
- Developing partnerships with local community colleges and universities to enhance opportunities for staff to work towards educational degrees specifically in Early Childhood Education for Teaching staff and Center Directors.
- Developing and delivering training programs, needs assessments and systemic supports of training.
- Performing all required data management to ensure monitoring outcomes and compliance documentation is accurate and up to date.

Develop and maintain effective relationships with grantee and delegate agency staff.

Proactively research and stay abreast with all relevant changes in related content areas including; Head Start Education Performance Standards, OHS Monitoring Protocol, OCHS Service Area Plans, Policies and Procedures, Title 22, Title 5, High Scope Approach and CLASS (Classroom Assessment Scoring System).

In partnership with other Quality Systems staff, participate as assigned in agency events and special projects including the annual Self-Assessment, tri-annual Federal Review, staff trainings and unit projects.

Non-Essential Job Duties

Perform similar and incidental duties as required.

Job Qualifications

Education: Bachelor degree in Early Childhood Education, Adult Education, Training or related field; applicable Equivalent combination of education and experience may be considered. Must possess and maintain CLASS Reliability.

Experience: Minimum of 5 years of related experience, preferably in Head Start or other education or social services organization. Experience with staff training.

Knowledge: Working knowledge of the Head Start Performance Standards and other applicable laws, policies and principles relating to the implementation of Head Start programs. Strong knowledge of curriculum development and adult learning training methodologies. Knowledge of staff development, assessment and evaluation strategies.

Language Skills: Excellent oral and written communication skills, including training program scripting, platform, and coaching skills. Must be able to communicate effectively with all levels of the organization.

Math Skills: Basic math skills

Other Skills: Intermediate computer skills including the ability to use word processing, spreadsheet, and project management software packages. Must be able to prioritize, manage multiple tasks, and meet stringent deadlines. Must be able to adhere to a plan, find problem cause and modify the plan in order to achieve the desired result.

Reasoning Abilities: Demonstrate ability and experience in analyzing and resolving challenging adult learning situations. Ability to relate positively and effectively with staff at all levels of the grantee.

Other Abilities: Ability to work in a team-oriented environment: build collaborative work relationships and work effectively with others. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting, and/or training venues.

Reporting Relationships

Director of Planning, Development, and Quality Systems

Major Business/Professional Contacts

Frequent contact with OCHS managers, supervisors and internal customers to answer questions regarding the Performance Standards and Head Start policies and procedures.

Working and Environmental Conditions

Typically functions in an office setting but may travel to centers.

Physical Demands

Typically requires sitting for long periods of time.

Typically requires extended periods of time working in front of a computer monitor and on the telephone.

Date: _____ By: _____
Signature

Print Name

Revised: 2/24/16 ns