



Provides modeling, observations and activities that the parent can duplicate in the home that encourages developmentally appropriate activities for the changing needs of young children.

In partnership with parents, presents activities for parent/child interactions, which reflect both HS and EHS mandated elements in a culturally sensitive manner.

Assists families in developing an educational transition plan for children turning three.

Maintains accurate electronic and hard copy records, including health information, assessments, IEP/IFSP documentation, screening, anecdotal observations and other required forms; ensures all child/family data is entered into the appropriate electronic record system.

Communicates regularly with other SCCOE staff and acts as an advocate for HS/EHS.

Completes and submits accurate and timely reports

[REDACTED]

**OTHER DUTIES:**

Performs related duties as assigned

[REDACTED]

**EMPLOYMENT STANDARDS:**

Possession of:

A valid California driver's License.

A vehicle to conduct work.

A driving record which meets the County Office of Education's insurance requirements

ED

Completion of at least 12 Early Childhood Education (ECE) units. One (1) year of experience working with children, families, community groups, and public agencies. Teaching experience preferred

[Redacted]

Anisha Munshi, Director – Human Resources 24 18

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