

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CHILD DEVELOPMENT SPECIALIST

BASIC FUNCTION:

Under general supervision, the Child Development Specialist ensures quality and efficient educational supports and resources are provided and implemented; conducts home visits; monitors and ensures environments for children are safe and healthy

imparts culturally and linguistically appropriate programs and achievement of individual child and program school readiness goals.

Works with family child care providers and classroom staff to implement the DRDP Assessment in accordance with program standards, including training providers and staff on how to use child and group level data to individualize curriculum activities and services.

Ensures provision of disabilities and mental health services including supports and case conferencing with parents, staff and/or providers, to address behavioral issues and concerns; communicates in a respectful and sensitive way to parents, partner staff, and providers, any concerns regarding a child's development or behavior, as soon as the concern arises and documents discussion.

Collaborates with the Family and Provider Specialist to plan and implement transition plans for children aging out of EHS and entering Head Start and State Preschool programs; provides disabilities, and mental health supports, materials, and resources including services to ensure seamless transitions to pre-school settings.

Conducts teacher home visits for children who are enrolled in family child care in accordance with program standards; monitors and ensures partner sites are completing teacher home visits and parent-teacher conferences in accordance with program standards.

Provides written reports after every coaching, mentoring assessment, and TTA visit with a summary of the activities completed and topics covered including a determination of compliance with any deliverables being assessed and a plan of action, as necessary.

Participates in the EHS meetings, provider meetings, EHS parent meetings, and planning sessions to ensure informed coordination of the Educational Service Area, goals and objectives take place.

Participates in the planning and implementation of curriculum fidelity, and site evaluation systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Head Start and Early Head Start policies, procedures, regulations and performance standards (e.g., ELOF, DRDP Assessment, ITERS, FCCERS, etc.).

Federal, State, local requirements, and funding terms and conditions (e.g., Title 5).

California Child Care Licensing (Title 22).

Child development from birth to 5.

Infant mental health.

Adult learning theory and effective training methods.

Reflective consultation practices.

Record-keeping techniques.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Read and interpret Head Start and Early Head Start policies, procedures, regulations and performance standards to develop professional development.

Conduct training and staff development activities for staff and providers.

Duties are performed in an office environment, preschool sites, and provider homes.
Evenings and weekends.

Must be able to drive a personal vehicle to conduct home visits, group sessions, and attend meetings with parents, staff, and providers.

PHYSICAL DEMANDS:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission: September 11, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 09/11/2019