



## Job Description

<b>POSITION TITLE:</b>	<b>Project Facilitator I Early Education and Support Educational Services</b>	<b>#6221</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 3</b>	

### **SUMMARY OF POSITION:**

Under the direction of Early Education and Support Administration, the Project Facilitator I, will work with the staff, stakeholders, and partners to support and promote program quality and inclusion in early learning and care settings within San Joaquin County. The Project Facilitator I will develop positive working relationships with assigned agencies/sites and collaborate with staff to develop, implement, and evaluate plans for continuous quality improvement. The Project Facilitator I will work alongside staff to conduct classroom-based assessments using identified tools, provide direct coaching or mentoring, facilitate professional development training opportunities and other events, and compile, evaluate, and interpret program data.

### **MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Early Childhood Education (ECE), Child Development or a closely related field. Experience working with educational agencies, school districts, colleges, and the community. Possess or be eligible for a Child Development Permit at the Site Supervisor or Program Director level. A Health Exam may be required in this position.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Knowledge of diverse early learning and care programs including indicators and tools commonly used to measure quality in early childhood education. Two years of work experience teaching or directing a preschool, childcare center, or other agency involved with early childhood services. Participation in quality initiatives as well as inclusive early learning and care. Specialization in one or more aspects of early learning and care, including but not limited to quality rating and improvement systems, content areas, curriculum implementation, infant/toddler care, leadership, assessment, dual language learners, inclusion, or trauma informed care.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### ***Knowledge of:***

- assigned software
- local, state, and federal laws, codes, regulations, requirements and expectations
- current resources, tools, and initiatives in the early learning and care field
- high-quality teaching and effective instructional practices
- a variety of strategies and approaches to working successfully with adult learners

#### ***Ability to:***

- supervise and evaluate staff
- operate a computer
- be flexible based on program needs

- create and follow policies and procedures
- develop and maintain effective working relationships with early learning and care staff and administrators in subsidized and non-subsidized programs to promote professional growth and program quality

**Possess:**

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- skill in scheduling, planning, coordinating, and conducting meetings, trainings, and events

**DISTINGUISHING CHARACTERISTICS:**

The Project Facilitator series represents management level positions and has two levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Plan, coordinate, conduct and evaluate training and technical assistance, coaching and mentoring, assessment, data collection and management, and reporting in support of program compliance and continuous quality improvement for the department and educational partners.
14. Research other funding sources for early learning and care initiatives or programs, and if applicable, apply for funding.
15. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE, school district staff, outside agency staff, and the public.