

STOCKTON UNIFIED SCHOOL DISTRICT

**COMPLIANCE SPECIALIST – EARLY CHILDHOOD EDUCATION
(8 Hours)**

DEFINITION:

Under the supervision of the Administrator of Early Childhood Education, the Compliance Specialist is responsible for the compliance, coordination, implementation and evaluation of program components for all early childhood education programs including: California State Preschool, Head Start, First 5 and Title 1 and may perform related duties as assigned.

EXAMPLE OF DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Responsible for the compliance, coordination, implementation of program components for all early childhood education programs including: California State Preschool, Head Start, Title 1, and First 5 Preschool.

Ensure compliance and monitoring in all Early Childhood Programs. **E**

Prepare, monitor, and review program records/reports to ensure compliance with all governmental regulations per program guidelines. **E**

Provide technical guidelines and information regarding program content area to other team members and the parents of children enrolled in the program. **E**

Assist with the development of curriculum materials, including choosing appropriate textbooks and equipment; preview materials; assists in the selection of curriculum used in the program. **E**

Participate in meeting with program personnel from other child development agencies and programs to exchange information. **E**

Review the assignment of personnel to the program and work with other team members on ensuring program budgets are compliant per governmental regulations. **E**

Take the initiative to become informed regarding early childhood educational philosophies, objectives, curriculum, teaching methods and tools per individual program performance standards and guidelines. **E**

Maintain regular and prompt attendance in the workplace. **E**

Perform related duties as assigned or directed. **E**

QUALIFICATIONS

Knowledge of:

- Head Start Performance Standards
- Early Childhood Education Compliance and Regulations
- Early Childhood Environment Rating Scale-ECERS

- Desired Results Developmental Profile- DRDP
- Classroom Assessment Scoring System- CLASS
- Program assessment, evaluation, and record keeping requirements
- Oral and written communication skills
- Basic computer programs such as; word processing, spreadsheet, and data base applications.

Ability to:

- Meet the established Head Start performance standards, guidelines and protocol;
- Communicate effectively with other team members, parents, volunteers, and substitutes;
- Prepare oral and written reports;
- Plan, organize, develop, implement and evaluate programs;
- Attend evening meetings when required;
- Maintain groomed appearance and good health;
- Respect confidentiality of information;
- Demonstrate a willingness to improve professionally;
- Make effective public presentations; and
- Support the philosophy of the SUSD Early Childhood Education/School Readiness Department.

Education and Experience:

Possession of a Master of Arts Degree or advanced degree from an accredited college or university; a valid Single and/or Multiple Subject Credential and/or Program Director Permit; and a California Administrative and/or supervisory credential is preferred.

License and Certificate:

- Possession of a valid California driver's license.
- Possession of current CPR/First Aid Certificate

WORKING CONDITIONS

ENVIRONMENT:

- Office, Indoor and Outdoor Preschool Classroom Setting, Community Center, and Family Home Visits as needed.

HAZARDS:

- Employee may be exposed to blood-borne pathogens and bodily fluids.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- See to read a variety of materials, and effectively supervise assigned staff.
- Occasionally bending/stooping to interact with preschoolers.
- Occasionally squat, crouch, crawl or kneel.
- Reach overhead, above the shoulders and horizontally to retrieve supplies.
- Stand/walk or sit for extended periods of time.
- Occasionally lift up to 50 pounds overhead (with assistance).
- Occasionally lift up to 20 pounds above shoulder height.
- Occasionally lift up to 40 pounds from knee to waist; and from floor to knee.

- Occasionally lift and carry up to 20 pounds.
- Occasionally push/pull up to 25 pounds.
- Occasional simple or firm grasping with hands.

Salary Placement

Management Team Salary Schedule

Tier 6, Range 01

Work year 245 days

Board Approved: 8-11-2015

Management re-alignment effective 03/01/19