

STOCKTON UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST – EARLY CHILDHOOD EDUCATION (8 Hours)

DEFINITION:

Under the supervision of the Director of Early Childhood Education, the Program Specialist-Early Childhood Education will provide all teachers with ongoing, targeted classroom support through daily one-on-one and/or group interactions with teachers.

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 principal job elements.)

Conduct regular site visits with Preschool Staff and Administration. (E)

Coach teachers in all areas of child development, including but not limited to teaching strategies, establishing a positive classroom environment, strategies and methods for special needs and/or EL students, California Preschool Foundations & Frameworks, Desired Results System, and Head Start Performance Standards. (E)

Assist and support teachers with planning, pacing, and preparation, teacher collaboration, student goal setting, pupil progress monitoring, data analysis, parent conferencing and individualized instruction for each child. (E)

Attend the training(s) regarding early childhood educational philosophies, objectives, curriculum, teaching methods and tools per Head Start Performance Guidelines. (E)

Provide professional development for team members through in-services, workshops, and staff meetings as assigned. (E)

Coach, mentor, and train team members on strategies which promote the development of each child's self-control by developing direct and indirect techniques that are supportive, positive and effective with children. (E)

Coach, mentor, and train team members on strategies for the provision of safety of children and the reporting guidelines for any hazardous situations or accidents. (E)

Assist and support teachers in strategies for arranging and maintaining a clean and organized learning environment that promotes emotional stability and encourages the development of positive self-image while maintaining teaching materials, equipment and supplies in the classroom. (E)

Coach, mentor, and train team members on strategies for the planning and implementation of parent involvement strategies per program, reporting and guidelines. (E)

Plan and promote school readiness activities within the Stockton Unified School District. (E)

STOCKTON UNIFIED SCHOOL DISTRICT

EXAMPLE OF DUTIES (continued)

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

Drive to multiple sites as required (*E*)

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

QUALIFICATIONS

Knowledge of:

- Head Start Performance Standards
- Early Childhood Environment Rating Scale-ECERS
- Desired Results Developmental Profile- DRDP
- Classroom Assessment Scoring System- CLASS
- Positive classroom management techniques
- School to home connections
- Basic computer programs such as: word processing, spreadsheet, and database applications

Ability to:

- Attend evening meetings when required;
- Maintain confidentiality of information;
- Demonstrate a willingness to improve professionally;
- Support the philosophy of the Stockton Unified School District Early Childhood Education/School Readiness Department;
- Meet the established Head Start performance standards and grant guidelines; and
- Meet the established California State Preschool programmatic requirements.
- Cooperatively work with team members
- Quickly travel to multiple sites within one day
- Quickly respond to an eloping child.

Education and Experience:

Possession of a Program Director Permit or Site Supervisor is required; three (3) years of teaching experience in Preschool – Third Grade; a BA Degree or an AA with the ability to finish a BA degree within a three (3) year period.

License and Certificate:

- Possession of current CPR/First Aid Certificate

WORKING CONDITIONS

ENVIRONMENT:

- Office and within the preschool classroom setting both indoors and outdoors

STOCKTON UNIFIED SCHOOL DISTRICT

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 other team members.
- Occasionally squat, crouch, crawl or kneel.
- Reach overhead, above the shoulders and horizontally to retrieve supplies and interact with preschoolers.
- Stand/walk or sit frequently 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 firm grasping with hands.
- Occasional simple grasping with hands.

Salary Placement

Preschool Incremental or STA Salary Schedule (Depending on Credential), plus factor

Bargaining Unit: STA

Work year: 187 days

Board Approved: 1/30/2024