

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **PROJECT SPECIALIST, CHILD DEVELOPMENT PROGRAMS**

#### **DEFINITION**

Under direction, implement SCCOE Child Development Programs' projects, services, and activities.

#### **SUPERVISION EXERCISED**

Exercise technical and functional supervision over lower level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Develop and implement procedures and record-keeping systems pertaining to projects, services, and activities.

Prepare required program reports.

Provide orientation and on-going training to ensure that the staff is informed of program and/or project requirements.

Maintain on-going procedures for internal and external communications related to program and/or project services and activities.

Oversee compilation of data for reports and planning activities.

Oversee data standardization in coordination with appropriate agencies and/or sponsors.

Identify local client needs and trends.

Plan and implement professional development activities for clients.

Oversee publication of quarterly newsletter.

Conduct presentations as needed.

Participate in the development of annual goals and objectives.

Keep informed of new and proposed program changes/regulations.

Represent the agency in the community as needed.

Attend staff meetings.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Modern office methods.

Child care programs and resources.

Data collection and report writing.

Customer service techniques.

Principles and practices of supervision.

### **Skill and Ability to:**

Use word processing and spreadsheet programs; understand and independently carry out complex written and oral instructions.

Perform multiple tasks simultaneously and meet deadlines.

Maintain confidentiality as it pertains to agency procedures and client files.

Function as a team player; coordinate workshops.

Provide accurate work; complete complex reports.

Apply good judgment and tact in responding to the public; provide pleasant and effective telephone conversations; respond effectively to diversified needs of clients; provide excellent public relations.

Develop statistical reports.

May require bilingual ability of English and Spanish.

## **EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

### **Education:**

Training equivalent to the completion of the twelfth grade, supplemented by two years of college course work in early childhood education.

### **Experience:**

Two years of technical experience in the child care and development or related field and one year of experience providing technical and functional supervision.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. The employee is frequently required to attend meetings and conferences out of the immediate geographical area.

The noise level in the work environment is moderately quiet.

**Approval Date:** December 18, 2001.