



HEMET UNIFIED SCHOOL DISTRICT  
1791 W. Acacia Avenue - Hemet, CA 92545 - (951) 765-5100

## EDUCATION SPECIALIST

### JOB SUMMARY

Under the direction of the Education Coordinator or Preschool Principal, carries out goals, policies, and activities to implement Head Start and State Preschool Education Services objectives and Performance Standards. Provide training and assistance to staff and parents in the area of education and child development, and assist in the coordination of transition services and activities.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Provide input on teacher evaluations. Provide direction, guidance, modeling and support to center based teachers to strengthen the early childhood programs, and assure compliance with Performance Standards. Provide or arrange for staff and parent training in accordance with the training plan. Responsibilities include the safety and supervision of children in the program. Supervision includes visual supervision of children at all times, the practice of head counts and classroom arrangement. Safety includes understanding of general safety rules, monitoring general maintenance of equipment and a general knowledge of classroom management.
- Substitute in a teacher's temporary absence if no other substitute is available, and adult to student ratios will not comply with regulation.
- Participate in the development of the integrated education and early childhood development plan for Head Start and State Preschool. Make regular site visits to observe and evaluate Head Start and State Preschool classes and child development plans and activities to assure services are provided in accordance with the plan; that environments both indoors and out are clean, healthy, well organized and have sufficient developmentally and culturally appropriate materials and planned activities to support achievement of goals and objectives. Evaluate curriculum and lesson plans.
- Monitor parent involvement to assure parents are provided with ample opportunities to participate in individualized planning for the parent's own child; that education staff is assisting parents to gain skills and knowledge about infant, toddler, child growth and development; that home visits and parent conferences are occurring in accordance with Performance Standards.
- Observe children at home and in the classroom to help identify children with atypical behavior or development that may need referral. Coordinate and follow up on referrals both in-house and with outside agencies. Conduct on-going monitoring to assure each enrolled child receives required developmental screenings within 45 days of enrollment; assist in the interpretation of screening results and request additional assessments, as needed. Assure that on-going assessments of each child's growth and development is utilized to record achievement of Desired Results and Outcomes; and that individual learning plans (ILP) are created for each child and updated on a regular basis. Document all findings and make appropriate reports.
- Work with Head Start/State Preschool Coordinator and staff and school district early childhood programs to coordinate curriculum, standards and expectations to promote continuity and assure Head Start/State Preschool children are prepared for school success. Plan and coordinate transition activities.
- Ensure compliance with Title 22 requirements. Assure all licensing deficiencies are corrected within timelines; Ensure compliance with pertinent legislation, regulations, and laws. Maintain

- accurate records and prepare and submit timely and accurate reports.
- Prepare and submit requisitions for supplies and materials; forecast needs for supplies, materials, equipment, repairs and other potential expenditures.
- Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, and other meetings as directed.
- Comply with Hemet Unified School District Policies and Administrative Regulations, Head Start Performance Standards, Funding Term and Condition and all applicable laws and regulations.
- Collect various data in accordance with students' IEPs, behavior support/intervention plans, and District procedures.
- Perform other job related tasks as required.
- Assist teachers and behavior and mental health team to create and adapt classroom tasks, materials, and curriculum to meet students' educational and behavioral needs.
- Promote a safe learning environment through continuous supervision of assigned student(s) in classrooms, cafeteria, on school grounds, to/from home and school, on community outings, and other locations as assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Child growth and development.
- Developmentally Appropriate Practice.
- Principles, philosophy, and practices of Head Start/State Preschool.
- High quality preschool childcare and education.
- California State Child Care Licensing Regulations.
- ECERS
- DRDP 2015

### **Ability to:**

- Use a computer to collect, record, retrieve data and prepare reports.
- Plan, organize and supervise a child and human development services program.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Evaluate work methods and results.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Communicate in the Spanish and/or other primary language of enrolled families, highly desirable.

## **EDUCATION AND EXPERIENCE**

### **Education:**

- A Bachelor's Degree in Early Childhood Development, Human Development, Psychology, or a related field.
- A minimum of six (6) semester units in Infant/Toddler Development highly desirable.

**Experience:**

- Two years' experience working as a lead teacher in a program providing services to young children.

**REQUIRED LICENSES AND/OR CERTIFICATES**

**LICENSE OR CERTIFICATES:**

- Possess or eligible for Child Development Site Supervisor Permit
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver's license.
- CLASS Certified

**REQUIREMENTS:**

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.
- Proof of immunizations for; Pertussis (DTaP), Measles-Mumps-Rubella (MMR), and Influenza

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

**Physical Demands:**

- Lifting children that weigh up to forty-five (45) pounds.
- Bending at the waist, kneeling or crouching to reach materials and work with children.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, standard office and classroom equipment.
- Seeing to read a variety of materials and observe children. Hearing and speaking in order to exchange information.
- Driving a vehicle to conduct work.

**Working Conditions:** Center, home setting and office environment. Travel from site to site within the district.

Reasonable accommodation may be made to enable a person with disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

Bargaining Unit Position