

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CALIFORNIA PRESCHOOL INSTRUCTIONAL NETWORK (CPIN) PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Early Learning Services, develops instructional materials, processes and procedures based upon the materials provided by the California Preschool Instructional Network; provides training, technical assistance and support for identified sites on California Preschool Curriculum Framework and others; distributes information on State guidelines and foundations for State funded preschool programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops instructional materials, processes and procedures based upon the materials provided by the California Preschool Instructional Network (CPIN); coordinates aspects of the CPIN including collaboration and training of administrative staff, English Language Learner leads, special education leads, consultants and others.

Provides training, technical assistance and support for identified sites on California Preschool Curriculum Framework and others; leads and conducts Network meetings and professional development sessions for preschool program directors, school administrators and other targeted leaders; develop programs based upon established criteria, research, practices and initiatives.

Develops work plans, budgets and scope of work to align with CPIN guidelines and requirements.

Participates in monthly CPIN trainings and other professional development sessions as required for professional growth.

Collaborates with Early Childhood Education agencies, organizations, school districts and institutions of higher learning; serves as a member and advisor, guest speaker and liaison for community partners.

Participates in establishing and maintaining CPIN budgets as required; reviews and provides input concerning budgets for project development and compliance as directed.

Facilitates and supports CPIN services in the development and implementation of assigned projects; assists in meeting established timelines and objectives and complying with established laws, regulations, policies and procedures.

Coordinates and organizes collaborative efforts to successfully meet project objectives to the satisfaction of internal and external clients, including coordinating evaluation and outreach activities.

Maintains a variety of records and files related to assigned programs; compiles statistical data and reports in accordance with established procedures and timelines.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of the CPIN operations, activities, educational services, support functions and programs.

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to CPIN.

Effective methods of preschool and professional development instruction.

Operations and requirements for State Preschool programs.

Practices and procedures involved in the development and implementation of CPIN program services, goals, objectives, strategies, standards, projects, processes and procedures.

Laws, rules and regulations related to assigned activities.

Research methods and report writing techniques.

Policies and objectives of assigned program and activities.

Budget preparation and control.

Public relations techniques.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of CPIN programs and services.

Provide consultation and technical assistance to staff concerning the CPIN programs and related standards, requirements, principles, practices, techniques and procedures.

Design, develop, implement and conduct training and staff development activities for staff and administrators concerning assigned subject areas and programs.

Coordinate and organize collaborative efforts to successfully meet project objectives to the satisfaction of internal and external clients.

Train and support preschool teachers and administrators.

Collect and interpret technical information on relevant CPIN issues.

Interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Review and provide input concerning assigned budgets.

Prepare press releases and marketing tools.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.
 Compile and verify data and prepare reports.
 Operate a variety of office equipment including a computer and assigned software.
 Work independently with little direction.
 Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in early childhood education, special education or closely related field and five (5) years experience in preschool program administration and supervision, including State Preschool programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Child Development Program Director Permit
 Valid California driver's license

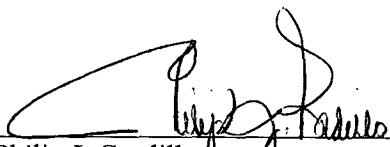
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
 Drive a vehicle to various sites to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment
 Hearing and speaking to exchange information and make presentations
 Reaching overhead, above the shoulders and horizontally to retrieve supplies
 Sitting or standing for extended periods of time
 Seeing to read a variety of materials

Approved:  _____ 7/01/11
 Philip J. Gordillo Date
 Executive Director of Human Resources