

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:** Early Childhood Services Specialist

**WORK YEAR:** 12 months

**VACATION:** 27 days

**SALARY:** Range 16

**REPORTS TO:** Coordinator, Early Childhood and Family Education

### **BASIC FUNCTION:**

Under the direction of the Coordinator, Early Childhood and Family Education, assist in the coordination of Early Childhood programs including enrollment, attendance, mental health services, parent involvement, referral monitoring and compliance with state and federal regulations.

### **REPRESENTATIVE DUTIES:**

Work closely with the Early Childhood staff and school sites to ensure that the program complies with state and federal regulations including Title 5, Community Care Licensing and Head Start Performance Standards. *E*

Develop collaborative relationships with community agencies and assess and process student/family referrals made by school personnel; contact appropriate agencies and agency personnel to facilitate appointments for parents, and assist parents as needed. *E*

Serve as interpreter, as needed, for parents and school staff during parent conferences related to discipline and other school related problems. *E*

Attend meetings, as assigned, before, during, and after normal working hours. *E*

Communicate with district departments such as Pupil Services, which deal with related student/family issues. *E*

Monitor data entry to ensure program compliance. *E*

Serve as program designee in absence of coordinator, as appropriate. *E*

Supervise and evaluate program personnel. *E*

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

General district policies, rules and regulations, and procedures.  
Knowledge of Early Childhood policies, procedures and compliance mandates.  
Available community service agencies and resources.  
Correct English/Spanish usage, spelling, grammar, punctuation, and vocabulary.  
Interpersonal skills using tact, patience, and courtesy.  
Office procedures and practices; and effective communication techniques.  
Knowledge of CLASS (Classroom Assessment Scoring System) and Child Plus.

**ABILITY TO:**

Understand the operation of a large urban school district.  
Speak, read and write both English and Spanish.  
Interpret appropriate federal, state and local laws.  
Work cooperatively with staff, students, parents, and appropriate agencies to provide assistance to a culturally diverse community.  
Work effectively in a multiethnic setting.  
Identify and determine the basic nature of student and family needs and evaluate their relative urgency.  
Work independently with minimum direction.  
Plan and organize work.  
Maintain accurate records and prepare reports as assigned.  
Meet schedules and timelines; and work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university with major coursework in education, social sciences, administration, or a related field.

Minimum of five years experience working in an educational setting with responsibilities that emphasize parent and community involvement; or employment with a public agency with emphasis and experience in Early Childhood Education.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess and maintain a valid California Driver's License.