

JOB DESCRIPTION  
September 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

**BILINGUAL EARLY LEARNING HEALTH SPECIALIST I, II & III  
EARLY CHILDHOOD EDUCATION**

**General Purpose:**

The Bilingual Early Learning Health Specialist I, II & III - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). A Bilingual Early Learning Health Specialist performs a variety of health related case management duties for children and families in centers and family child care homes; monitors and completes administrative paperwork for early education health, safety and nutrition program activities; and provides health, safety and nutrition information and training to families, child care providers and state preschool staff.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Demonstrates proficiency in English and Spanish (or alternative language as specified on vacancy notice) in carrying out all essential functions or responsibilities of a Bilingual Early Learning Health Specialist I, II & III - Early Childhood Education.
- Provides case management, provider support and administrative recordkeeping related to health, environmental health, safety and nutrition.
- Ensures all children are up to date on required immunizations, physical and dental exams.
- Provides health information to families and assists them in making physical and dental appointments.
- Refers families to health and nutrition resources in the community.
- Ensures compliance with federal, state and local health, environmental safety and nutrition laws and regulations including Head Start/Early Head State, California State Preschool and Community Care Licensing.
- Schedules and completes monitoring on centers and family child care homes for health, safety, nutrition compliance with transportation regulations using established protocols.
- Provides case management, file maintenance and administrative recordkeeping.
- Extensive administrative record keeping and data entry.
- Maintains client and/or provider files.
- Prepares data for forwarding to other government agencies.
- Performs specialized assignments in adaptation of program reporting and information maintenance systems to microcomputer software packages.
- Holds orientations and workshops for new program providers, parents and community members.
- Prepares periodic newsletters and writes articles.
- Acts as a program liaison with community service providers.
- Visits program and family child care sites to provide training, monitoring and support.
- Extensive contact with the public.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.



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### **Education:**

- High school diploma or equivalent.

### **Experience:**

#### **Bilingual Early Learning Health Specialist I:**

- One (1) year of experience working with children and families, preferably including experience with licensing regulations, Head Start or Early Head Start.

#### **Bilingual Early Learning Health Specialist II:**

- Equivalent to three (3) years' experience as a Bilingual Early Learning Health Specialist I or one (1) year of experience with 24 units of Early Childhood Education (ECE) or a Bachelor's degree in a related field.

#### **Bilingual Early Learning Health Specialist III:**

- Equivalent to five (5) years' experience as a Bilingual Early Learning Health Specialist I or II or two (2) years of experience with 24 units of Early Childhood Education (ECE) or a Bachelor's degree in a related field.

### **Knowledge, Skills and Abilities:**

- Knowledge of general problems and behaviors of children.
- Knowledge of office methods, filing systems, and procedures.
- Knowledge of Head Start/Early Head Start Program performance standards.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of child care program functions, operations and requirements.
- Knowledge of community care licensing requirements.
- Knowledge of principles of training others.
- Ability to speak, write and translate Spanish fluently.
- Ability to prepare and present information in both English and Spanish (or alternative language as specified on vacancy notice).
- Ability to perform a variety of office support, record keeping and monitoring assistance work assignments.
- Ability to work with microcomputers and a variety of software packages.
- Ability to maintain records and child/family files.
- Ability to deal tactfully and courteously with program parents, providers and staff of other agencies, including diverse cultural, ethnic, socio-economic backgrounds.
- Ability to maintain cooperative working relationships.
- Ability to interpret and apply child care program policies, laws, rules and regulations related to environmental health and safety.
- Ability to provide training to program parents and providers.
- Ability to take responsibility and use good judgment in recognizing scope of authority.
- Ability to work with advanced microcomputers and software packages.

### **Required Testing:**

- Applicants may be tested.
- Oral and written translation in Spanish (or alternative language as specified on vacancy notice).

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.



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**Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**Work Environment:**

- Work is performed in an office, preschool or family childcare, and continuous contact with young children, families, staff, early educators and representatives of other agencies.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** Early Learning Health Specialist I: 21.0  
Early Learning Health Specialist II: 23.0  
Early Learning Health Specialist III: 25.0

Reviewed and Approved:

Supervisor: 

Date: 9/1/16

Human Resources: 

Date: 9/1/16