

JOB DESCRIPTION

January 2017

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

BILINGUAL RESOURCE SPECIALIST I, II & III - EARLY CHILDHOOD EDUCATION

General Purpose:

The Bilingual Resource 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 Resource Specialist - Early Childhood Education performs a variety of office and program administrative assistance work for early child care programs; assists with monitoring program activities; and provides information and training regarding mandated program requirements to program operators.

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

- Provides case management, provider support and administrative recordkeeping.
- Extensive administrative record keeping and data entry.
- Determines client income eligibility and need for the purposes of enrollment into child development programs.
- Maintains client and/or provider files.
- Gathers and compiles information regarding program operations and attendance.
- Prepares data for forwarding to other government agencies.
- Reviews information and data for conformity with reimbursement requirements.
- Prepares fee-billing information.
- Matches client child care needs with providers in the local community.
- Schedules monitoring appointments with providers and visits child care sites.
- Provides information to parents regarding other available resources.
- 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.
- Maintains a resource lending library.
- Answers the telephone and provides information regarding program functions and policies to potential clients, community organizations, agencies, and other interested parties.
- 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.
- Provides childcare referrals to parents.
- Calculates child care provider rates.

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:

Resource Specialist I:

- One (1) year of experience in office and administrative support work, preferably including experience with child care program(s).

Resource Specialist II:

- Equivalent to three (3) years experience as a Resource 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.

Resource Specialist III:

- Equivalent to five (5) years experience as a Resource 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 microcomputer use.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of child care program functions, operations and requirements.
- Knowledge of program monitoring.
- Knowledge of mathematical functions.
- Knowledge of principles of training others.
- Ability to speak, write and translate Spanish fluently.
- 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 prepare reports.
- Ability to prepare and present information in English.
- Ability to deal tactfully and courteously with program parents, providers and staff of other agencies.
- Ability to maintain cooperative working relationships.
- Ability to interpret and apply child care program policies, laws, rules and regulations.
- 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.
- Ability to assist in the training of new Resource Specialist staff.

Required Testing:

- Applicants may be tested.

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 or school environment, continuous contact with students, staff 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: Bilingual Resource Specialist I: 24.5
Bilingual Resource Specialist II: 26.5
Bilingual Resource Specialist III: 28.5

Reviewed and Approved:

Supervisor: Cathy M. Gouin

Date: 1/30/17

Human Resources: [Signature]

Date: 1/26/17