

JOB DESCRIPTION

January 2017

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

RESOURCE SPECIALIST I, II & III - EARLY CHILDHOOD EDUCATION

General Purpose:

The 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 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.

RESOURCE SPECIALIST I, II & III - EARLY CHILDHOOD EDUCATION/PAGE 2

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 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.

RESOURCE SPECIALIST I, II & III - EARLY CHILDHOOD EDUCATION/PAGE 3

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: Resource Specialist I: 24.0
Resource Specialist II: 26.0
Resource Specialist III: 28.0

Reviewed and Approved:

Supervisor: 

Date: 1/30/17

Human Resources: 

Date: 1/26/17