

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PROJECT SPECIALIST, EARLY LEARNING FAMILY SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Manager, State Preschool Program and Coordinator, Early Learning Quality Improvement Initiatives, the Project Specialist, Family Services supports the family support goals of the Early Learning Support Services' (ELSS) department and San Mateo County Office of Education (SMCOE).

The Project Specialist – Early Learning Family Services will serve as a resource to programs and families and provide the technical expertise to support early learning and care programs, ELSS staff and community partners to implement best practices related to family support services. This classification will support programs by providing tools, information and trainings to align services, policies and systems to a common set of measurable outcomes.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Identify, establish and create tools and opportunities to integrate family support into elements of quality so that family support is embedded in Big Lift, State Preschool programs and other ELSS programs.

Coordinate and lead professional learning communities and affinity groups that bring together family engagement and support staff to align and improve the efficacy of family support services.

Provide and develop - in partnership with the early learning community - research, facilitation and systems level solutions that improve practices and establish common standards across programs in the following areas: family intake and assessment, resource and referral, culturally appropriate case management and service navigation, goal setting and motivational interviewing, parent education focused on the parent-child relationship, child development, home learning for the 0-5 population, and tracking of family needs and goal acquisition.

Work with ELSS programs to develop implementation measures that demonstrate robust family support practices. Support Big Lift and State Preschool programs in data collection that demonstrate progress on those metrics.

Provide technical assistance and support as needed to improve site level practices.

***Project Specialist, Early Learning Family Services***

Coordinate local messaging for the Ready4K! evidence-based, family text messaging program, including working with Big Lift and State Preschool programs and partners to develop locally specific content. Interface with ParentPowered (parent organization of Ready4K!) to coordinate custom messaging. Obtain feedback from programs and families about how local content is working and use feedback to improve messaging efforts.

Coordinate and support the provision of high quality, evidence-based parent education and support services for children ages 0-5.

### ***Project Specialist, Early Learning Family Services***

Comprehensive child and family service systems (public health, mental health, juvenile justice, education, human and social services)

Practices and procedures involved in developing and implementing training activities for adults. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County children.

Data systems and technology use within family serving programs.

Educational programs, services, standards, requirements and procedures related to early childhood education in a multicultural, multilingual community such as San Mateo County.

Record-keeping and report preparation techniques. Excellent oral and written communication skills.

Interpersonal skills using tact, patience, courtesy and cultural sensitivity.

Operation of a computer and assigned software.

Excellent public speaking techniques.

Local, state and federal standards and requirements governing policies and objectives of early learning programs and activities e.g., Title 22 Community Care Licensing, Title 5 Education Code, and Head Start (desired, but not required).

#### **ABILITY TO:**

Plan and facilitate meetings with multiple stakeholders within a collaborative structure.

Manage collaborative community projects; develop effective plans for meeting goals, establish timelines and measurable checkpoints, estimate required resources, and anticipate obstacles.

Provide engaging and high impact training to service providers and parents using interactive adult learning strategies

Engage in systems level analysis of community problems; identify root causes of community and equity challenges; develop strategies that build institutional capacity and address root causes of inequities.

Establish and

*Project Specialist, Early Learning Family Services*

**EDUCATION AND EXPERIENCE:**

Any combination of education and/or experience equivalent to:

A bachelor's degree in psychology, sociology, or related behavioral science or similar and at least three (3) years of building large scale family engagement systems or increasingly responsible work experience working directly with families in a social work, school, counseling, psychology or mental health setting and experience leading and supporting similar family services staff.

Experience working with children and families of color, monolingual immigrant children and families, families with a child with disabilities and special needs, families experiencing trauma, and underserved families.

Bilingual English/Spanish or English/Chinese preferred

Master's Degree in social work, counseling or psychology preferred

**LICENSES AND OTHER**