

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, Early Education**

**Purpose Statement**

The job of Project Specialist, Early Education is done for the purpose/s of coordinating a data and electronic reporting systems and website for Early Childhood Programs and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

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**Essential Functions**

- Collaborates with non LEA funders, district and building administrators, a variety of committees, etc. (e.g. on-line media, technology, etc.) for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development in area of data management and technology support to Early Education community and LEA based administrators.
- Coordinates data collection (quality and timelines), processes data and synchronizes systems for the purpose of reporting to funders and meeting grant/contract requirements.
- Designs services (e.g. websites, data systems for early childhood centers, etc.) for the purpose of implementing professional development program activities that address identified training needs.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors technology services for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Participates and facilitates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Provides data coordination and communication to & from funders (local, state and federal) for the purpose of implementing state, private and federally funded grants.
- Researches, develops, and presents grant information for the purpose of securing alternative funding.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Supervises classified support staff as assigned for the purpose of enhancing productivity of staff, and ensuring necessary department outcomes are achieved.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; applying curriculum and instructional techniques; classifying and interpreting data and/or information; conducting meetings.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; and conflict resolution.; business telephone etiquette; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; and advanced practical application of common data/office management systems; and synchronize various data systems.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within a specialized field is required.

**Education** Bachelors degree in job-related area.

**Equivalency**

**Required Testing**

**Certificates**

Teaching Credential

Valid Driver's License & Evidence of Insurability

Proof of required immunizations, including Measles and Pertussis vaccinations

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

Drug Test

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

**Personnel Commission Approved:** October 19, 2016