

**SAN MATEO COUNTY OFFICE OF
EDUCATION**

CLASS TITLE: PROJECT SPECIALIST, CALIFORNIA STATE PRESCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the Manager, Sn.21 d01 Tw 0. PROURSMYI0Tc 0Vt0.0B0 0T(0)Tj(0)R(0)S(0)Td()T(S)- Gn staff meetings, and professional development training for pre-school providers within the California State Preschool Program (CSPP); coordinate pre-school program compliance and provide technical support services and information to ensure pre-school programs provide high quality early learning and care, school readiness educational activities.

REPRESENTATIVE DUTIES:

Coordinate communications, staff meetings, program compliance and professional development workshops in support of CSPP services provided by pre-school contractors; plan educational activities designed to enhance-0.01 Tc 0.01 Twicc-0.01 Tc 0.0kmal.-n20 T()Tj.01 Tc 0.4 Tw 0.20 Td(p)-4 (l)-(an)E0 Tc.(e)
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requirements, principles, strategies, theories, practices, techniques, laws, codes, regulations, policies and procedures.

Coordinate CSPP communications and information among CSPP staff, subcontractor administrators, parents, school providers, outside agencies and the community; collaborate with community partners, early childhood education resource providers and ensure compliance with established standards, requirements and contract specifications.

Visit child care sites to observe classroom activities, confer with pre-school staff, provide technical support, and assure child development and family support needs are being met in a culturally and linguistically appropriate context; identify and assure proper and timely resolution of compliance issues.

Coordinate, develop, implement and conduct professional development training for staff, parents (families), personnel, administrators related to early childhood education services.

Collect, compile, review and analyze a variety of technical data and information related to CSPP; monitor child assessment data by classroom, teacher, site, agency and County.

Prepare, develop and disseminate informational and training packets and materials.

Compile and analyze pre-school program student data and prepare compliance reports.

Project Specialist, California State