

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM SPECIALIST II CURRICULUM AND ORGANIZATIONAL DEVELOPMENT DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of specialized support functions for the Title 1 preschool classrooms by obtaining and maintaining North Carolina Division of Child Development licenses and supporting instructional programming to achieve improved student achievement. Work involves assisting teachers and assistants with the licensure process and providing training as outlined by the Child Care regulations. Employee will maintain training records and submit appropriate paperwork to the North Carolina Division of Child Development and to the Guilford County Schools professional development office. Employee will work with GCS personnel as well as city and county inspectors to assist classrooms meet appropriate building, sanitation, and fire codes. Employee must exercise considerable tact and courtesy in frequent contact with school officials, city and county employees, teachers, principals, and parents. The job involves working with GCS staff and the North Carolina Division of Child Development to obtain and maintain licenses in Title 1 classrooms. Employee is also responsible for organizing and providing staff development for teachers and principals as well as assisting teachers and assistants with maintaining current certification in CPR, First Aid, and playground safety training. Work requires the use of excellent verbal and written communication skills and technology. Reports to the Preschool Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Works to obtain NCD CD licenses in Title 1 preschool classrooms and support programming to achieve enhanced ratings of the preschool programs.

Works with the Preschool Coordinator to plan staff development activities to support best instructional practices for early childhood programs

Participates in the grant writing process for obtaining funds to enhance preschool classrooms and programs

Provides and supports training for preschool staff on ECERS (Early Childhood Environmental Rating Scales), CPR, First Aid, playground safety, as well as the yearly requirements outlined in the Child Care regulations.

Assists teachers and assistants with staff and center record keeping and reporting appropriate documentation to the NCD CD.

Assists with the screening and placement process of Title 1 preschool students in school sites.

Program Specialist II - Preschool

Works with the public to inform them about the importance of preschool and supports the application process

Willing to answer phone calls with questions/concerns regarding the Title 1 preschool program

Remains up-to-date with changes in the licensure procedures and childcare regulations by attending training meetings and state conferences.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

A Masters Degree in Education or related field, and considerable knowledge of the North Carolina Child Care Licensure process. Experience working with adults and governmental agencies preferred. Excellent organizational skills and experience conducting professional development are required. Grant writing experience and purchasing materials desired. This individual will utilize technology to support training and reporting.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government terminology. Include as necessary any professional languages, i.e. medical, accounting, personnel, and child nutrition.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Program Specialist II - Preschool

Knowledge of the North Carolina Child Care Licensure process

Plan and implement effective professional development

Excellent organizational skills

Excellent written and verbal communication skills

Masters Degree in Education or related field

Ability to maintain complete and accurate records

Ability to work with many different departments within GCS as well as state and local agencies

Understanding of the purchasing procedures in GCS

Ability to provide on-site expertise to teachers and staff in Title 1 preschool classes

Work collaboratively with Preschool Coordinator to implement a high quality preschool program that positively affects student achievement

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.