

JOB DESCRIPTION

Job Title: Education Specialist I, II, III (9708, 9709, 9710)

Job Summary:

Under direction and general supervision of the Program Coordinator and/or designee, manage a high caseload of children and families for the purposes of assessing and measuring early childhood development ; assist families and childcare providers in obtaining the resources necessary to meet the child's developmental stages; conduct environmental ratings, health and safety inspections, and monitor compliance of family childcare sites and operations ; ensure alignment with Title 22 and Title 5 regulations; and provide ongoing bilingual support and training.

Essential Duties:

- Manage a high caseload of childcare providers, families, and children, ensuring compliance with Title 22 and Title 5 regulations while promoting high-quality early childhood education.
- Conduct initial and on-going developmental assessments to measure critical domains, including cognitive, social-emotional, language, physical development, health, and safety.
- Prepare, analyze, and review Desired Results Developmental Profile (DRDP) summary reports with providers, and review weekly lesson plans to ensure continuous improvement based on assessment findings.
- Adapt to upcoming tools and systems, including DRDP training and Learning Genie data collection, reflecting readiness for evolving program responsibilities.
- Conduct comprehensive health and safety inspections and follow up on compliance issues monthly for each daycare provider, demonstrating independent judgment and problem-solving skills.
- Interview parents to assess the general health and developmental status of children and where appropriate make and coordinate referrals with respect to health, nutritional, or educational needs.
- Conduct parent conferences to share the child's progress in the various development areas.
- Conduct dental, vision and hearing assessments and coordinate necessary referrals.
- Perform site visits to conduct environmental rating assessments of family childcare providers; determine compliance with established environmental and licensing standards and, where appropriate, make recommendations to correct deficiencies and ensure compliance within a reasonable timeframe.
- Assess learning environments and provide recommendations to improve classroom/facility setup based on developmental needs and program expectations.
- Recruit and onboard new daycare providers, expanding access to quality care within the county.
- Monitor the appropriate use and condition of program-issued educational materials, and coordinate the delivery and retrieval of educational equipment to support instruction.
- Establish and maintain a variety of documents, files, case records, communication logs, narratives, and reports in both hard copy and automated electronic formats.
- Plan, organize, and coordinate regular informational workshops and professional trainings for parents and providers in both English and Spanish.
- Interpret regulations and program requirements and translate written materials to communicate them clearly to parents, providers and the general public.
- Maintain effective and professional working relationships with collateral agencies and community organizations.
- Operate a variety of office machines, standard office equipment, and computer programs.
- Perform generalized clerical work such as typing, filing, data verification, and responding to correspondence.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Perform other related duties, as required.

Skills, Knowledge and/or Abilities:

Skills to:

- establish priorities, meet deadlines, organize workload, and work independently;
- demonstrate independent judgment and effective problem-solving skills when addressing provider compliance issues;
- operate a variety of standard office equipment, machines, and early childhood testing technologies.
- research, compile, and input caseload information across a variety of electronic sources and databases (e.g., Learning Genie);
- adapt quickly to upcoming systems, software updates, and evolving evaluation frameworks;

- make arithmetic calculations quickly and accurately, including fractions and percentages for data evaluations;
- analyze complex situations accurately and develop an effective, compliant course of action;
- establish and maintain effective and collaborative working relationships with staff, families, providers, and agency personnel;
- use patience, tact, and respect when dealing with people of various socioeconomic and cultural backgrounds;
- effectively apply active interviewing and listening techniques sufficient to obtain accurate child and provider data.

Knowledge of:

- child developmental stages, theories, concepts, and age-appropriate early childhood educational practices;
- desired Results Developmental Profile (DRDP) tools, data collection platforms (Learning Genie), and lesson planning;
- federal, state, and local rules, licensing regulations, policies, and procedures governing licensed childcare facilities, specifically Title 5 and Title 22;
- environmental Rating Scales (ERS) and health/safety inspection procedures for family childcare settings;
- correct English and Spanish word usage, spelling, grammar, punctuation, and translation methods;
- modern office methods, practices, procedures, and systematic record-keeping principles;
- computers, specialized software, and Microsoft Office products (Word, Excel, Access, PowerPoint, Publisher);
- data entry, data verification procedures, and basic bookkeeping or metrics calculations;
- common social, economic, and cultural issues and barriers encountered by low-income working families;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- communicate effectively, clearly, and technically both verbally and in writing to explain regulations and assessment results;
- speak, read, write, and translate written program materials fluently in Spanish;
- conduct public presentations, meetings, and provider workshops confidently in both English and Spanish;
- understand and carry out complex oral and written instructions;
- maintain strict confidentiality of records, client data, and business materials;
- meet rigid schedules, timelines, and program deadlines;
- use a computer to perform general clerical work, processing assessment documents, maintaining database records, and creating correspondence;
- provide clear, responsive information to providers, families, and staff by telephone, email, and in-person;
- retain and recall pertinent information such as intricate state frameworks and private client files;
- drive personal vehicle to various locations throughout the county, as needed.

Responsibilities include performing duties under established procedures and guidelines with a focus on accuracy, customer service, and program support. The position regularly provides information and guidance to childcare providers, families, staff, and other stakeholders and requires collaboration with personnel across departments to effectively perform assigned functions. Work involves the exercise of independent judgment within established parameters and has a direct impact on the quality and effectiveness of program services. The usual and customary methods of performing the job's functions require occasional lifting, carrying, pushing, and pulling of objects weighing up to 20 pounds; some climbing, balancing, stooping, kneeling, crouching, and crawling. Generally, the position requires 85% sitting, 10% walking, and 5% standing. The work is performed in a clean, generally hazard-free environment with minimal exposure to temperature variations.

Education Required:

- Level I: Requires an Associate's Degree in Child Development, Social Services or a related field.
- Level II: Requires a Bachelor's Degree in Child Development, Social Services or a related field.
- Level III: Requires a Bachelor's Degree in Child Development, Social Services or a related field and an additional 30 college units (post Bachelor degree).

Experience Required:

- One (1) year of experience working in a licensed child care center or group child care program.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Use of personal vehicle to drive to various locations throughout Tulare County.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Possess or qualify for a Child Development Teacher Permit.

FLSA Status: Non-Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.