

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title

Professional Development Specialist
Head Start/State Preschool Emphasis

II. Position Description

Under direct supervision of the Head Start/State Preschool Director, the Head Start/State Preschool Professional Development Specialist will assist in providing support to the teaching staff of the Head Start /State Preschool Program. The professional development specialist is responsible for assisting classroom staff in meeting the educational services as required by the Head Start Performance Standards, the terms and conditions of California Department of Education, Community Care Licensing, and the Classroom Assessment Scoring System (CLASS).

III. Example of Duties/Responsibilities

- A. Assist in meeting classroom ratios in the absence of staff members and a substitute is not available.
- B. Understand and be able to articulate to the teaching staff, program curriculum and instruction
- C. Assist teachers with lesson planning, individualizing to meet student needs, DRDP observations, and other education related subjects
- D. Plan and implement comprehensive instruction support designed to support instructional staff
- E. Present at staff development meetings
- F. Train staff for appropriate classroom discipline and management strategies
- H. Follow up with staff and monitor for understanding of concepts taught
- I. Maintain required recordkeeping, agendas, minutes, and sign-in sheets
- J. Assist with classroom and program reviews and monitoring to ensure program mandates and requirements are met
- K. Attend recommended training programs, conferences, and organizations that promote professional growth and improvement of early childhood education
- L. Assist Education Coordinator in the coordination and implementation of the developmental screening and assessment
- M. Assist Education Coordinator in the collection and analysis of the screening and assessment data
- N. Maintain professional and positive relations with students, parents, staff, and administration
- O. Support and maintain confidentiality
- P. Assist Education coordinator in conducting CLASS observations
- Q. Assists Education Coordinator in conducting and validating Early Childhood Environmental Rating Scale (ECERS)
- R. Coordinate Mental Health Services
- S. Perform other related duties as needed

IV. Qualifications

- Principles, theories, practices, methods and techniques used in curriculum, lesson planning and classroom instruction for preschool age children
- Needs and behaviors of young children
- Community Care Licensing guidelines

- State and Federal guidelines and program regulations
- Screening and assessment procedures
- Program lesson planning and individualization procedures
- CLASS Assessment
- Correct English usage, spelling, grammar, and punctuation

IV. Education and Experience:

Valid California State Supervisor Permit
 BA Degree in Early Childhood Education or related field
 Minimum 2 years teaching experience

V. Preferred Qualifications

Current CLASS reliable certification

VI. Working Conditions and Physical Demands:

Working Conditions:

- Indoor offices and classrooms
- Driving to district sites, non-public schools and county facilities.
- Exposure to seasonal temperature variations, dust, wind, and traffic.
- Use of office equipment and desk supplies.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions listed above.

Physical Demands:

- Ability to sit, stand and circulate for extended periods of time.
- Ability to bend, stoop, squat, kneel, push, pull, use foot controls (occasionally), climb stairs and twist.
- Ability to see and read with or without vision aids (extensive reading); hear and understand speech at normal levels with or without aids.
- Ability to communicate so others will clearly understand normal conversation and group presentations.
- Ability to grasp and manipulate materials, equipment/supplies; complete repetitive hand activities within close reach, such as files, keyboards and handwriting (frequently).
- Ability to lift/carry/push/pull up to 25 lbs. on a regular basis and up to 40lbs occasionally.
- Ability to reach in all directions.
- Ability to lift/carry up to 25 lbs. (occasionally), may lift/carry child up to 75 lbs. (infrequently).
- Ability to apply appropriate techniques (approved crisis intervention) to mitigate the threat of harming self or others, which may involve evading, blocking and/or restraining.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of this job.

Schedule #18/199 days

JFMC:

MVEA:

Board Approval: