



Leadership • Collaboration • Support

JOB TITLE: Early Learning Liaison, Inclusion

Classified Managers Salary Schedule, Range 13

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides coordination, leadership, technical assistance, and support to the Solano County Office of Education (SCOE), local districts/schools, center-based and family childcare providers, and community agencies, to effectively expand access to inclusive early learning and care programs. Special emphasis will be on collaboration and increased knowledge through awareness, specialized training, and guiding implementation of inclusive practices in early learning and care settings for all students, including students with more intensive support needs and disabilities. Facilitates and plans countywide early childhood activities focused on inclusive practices and creating more opportunities for students with a range of disabilities, including those with more intensive support needs to access early learning and care settings, coordinating assigned program components, and serving as a resource to districts, early care and education providers, and other related partner agencies. Fosters partnerships with stakeholders to support the alignment of programs that focus on positive outcomes for children and families and increases public awareness of the benefits of investing in inclusive high-quality early learning programs.

JOB REQUIREMENTS AND QUALIFICATIONS

Any combination equivalent to:

- Bachelor's degree, supplemented by course work in early learning, professional learning, grant facilitation and implementation, supervision and coaching of early learning programs, and data-driven decision making.
- Five years' experience in early learning leadership or supervision.
- Expertise with supporting inclusive practices and the needs of diverse learners, including students with disabilities.

Knowledge of the following:

- Principles of leadership, collaboration, and support.
- Effective presentation and facilitation methods and organization.
- Current research and trends related to early care and education.
- Implementing inclusive practices, preferred.

ESSENTIAL DUTIES

- Facilitates countywide inclusion collaborative of early learning and care providers, including SCOE programs, districts/schools, public and private centers, licensed family child care homes, and community agencies, for the purposes of establishing and strengthening networks, completing special projects, coordinating efforts, and problem-solving system wide challenges to inclusion of students with different learning needs or disabilities in early care and education settings.
- Coordinates with school districts, early learning providers, Special Education Local Area Plan Area (SELPA) and Regional Center to facilitate transition of children with a range of learning needs or disabilities into the TK-12 education system.
- Collaborates with a variety of groups and/or individuals (e.g. member districts, SELPA, public agencies, community based organizations, county staff, etc.) for the purposes of determining and developing needed materials or services to support students with a range of learning and other needs or disabilities in inclusive settings.
- Coordinates learning and support materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of providing meaningful professional learning related to inclusive practices, to individuals or groups of teachers, early care and education providers, administrators, counselors and other program staff
- Recognizes and addresses the diversity of the community, and specifically the diverse needs of families and the early care and education workforce, with focus on equity and culturally responsive practices.
- Leads complex systems change involving multiple stakeholders.
- Develops and maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date information that complies with grant requirements, deliverables, and established guidelines.
- Reads, interprets, applies, and explains relevant rules, regulations, policies, and procedures. Completes assignments successfully with a minimum of direction and supervision.
- Monitors expenses, budgets, and deliverables for related grants and contracts.
- Establishes and maintains clear communication and cooperative working relationships with community, other agencies, and regional and state administrators.
- Maintains professional competencies in areas of assigned responsibilities.
- Provides leadership as an integral member of the Early Learning Team.
- Plans goals which support and are consistent with the goals of the Superintendent and the Solano County Office of Education.
- Remains current concerning trends in supporting inclusive early care and learning by attending professional learning sessions, networking, reading journals/papers, participating in professional associations and communities of practice, etc.
- Serves as a member of the Management Advisory Council (MAC) meetings as scheduled.

- Represents the Solano County Office of Education at local, regional, and state agency meetings.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

MARGINAL DUTIES

- May facilitate contracts with districts, partner agencies, and others for SCOE to provide additional services.
- Performs other duties as assigned.

SUPERVISION EXERCISED

- Employees in this classification receive limited supervision within a broad framework of overall objectives.
- Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.
- This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%) Walking (25%) Sitting

(45%) Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (1) Kneeling or
Squatting (1)

Climbing Stairs (2) Climbing Ladders (1)