



## JOB DESCRIPTION

### PROGRAM SPECIALIST - CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP)

The Program Specialist for California State Preschool Program (CSPP) works closely with the Executive Director to implement aspects of enrollment, program monitoring, reporting, data collection and communication to ensure the continued success of the California State Preschool Program at VIP Tots.

#### **KEY RESPONSIBILITIES:**

The Program Specialist will follow all policies and regulations set forth in the Staff Handbook and Staff Safety Manual. The responsibilities of the Program Specialist will include but not be limited to the following.

1. Oversee all aspects of enrollment and eligibility for CSPP students and families including, but not limited to, completion of the family data file and all required contractor and agency enrollment forms, ELCD-9600s, Notice of Actions (NOA's), and other required enrollment documentation.
2. Track monthly student attendance and submit monthly attendance reporting to CSPP contractor.
3. Manage monthly reporting requirements in the Child Development Management Information System (CDMIS).
4. Manage monthly and yearly forecasting ensuring the entirety of the California State Preschool Program Contract is expended, including maintaining monthly 8501 Data reports.
5. Manage monthly CSPP Parent Meeting as well as Parent Advisory Board.
6. Serve as the liaison between current Contractor for the California State Preschool Program, to include organization of staff training, on-site visits, and various other reporting requirements.
7. Work in conjunction with the Office Manager and Finance Manager for submission of monthly billing and reconciliation for all CSPP children.
8. Assist the Executive Director as needed to secure future CSPP spots and funding with current or additional Contractor(s) for the California State Preschool Program.
9. Assist as needed in CSPP Classrooms.
10. Attend all assigned staff meetings and trainings.
11. Complete and document 21 hours of professional growth each calendar year.
12. Other duties as assigned.

**MINIMUM EDUCATION:**

Bachelor's Degree in Early Childhood Education or related field.

**REQUIREMENTS:**

1. Child Development Program Director Permit **OR** Children's Center Supervision Permit issued by the Commission on Teacher Credentialing.
2. Ability to apply knowledge of California State Preschool Program requirements and early child development toward administrative tasks and protocols.
3. Evidence of emotional and professional maturity and stability.
4. Ability to work in a dynamic professional environment on a diverse team of administrative and teaching staff.
5. Evidence of sufficient security and judgment to handle crisis situations as they may arise.
6. Ability to interact and communicate with families.
7. CPR and First Aid training in addition to other training as required by licensing and the State of California.
8. Effective oral and written communication and competency with computers for data tracking, communication, etc.
9. Knowledge of Microsoft Outlook, Excel, Word and PowerPoint.

**PHYSICAL DEMANDS**

Sitting (up to continuously); standing, walking, bending, stooping, looking up/down (occasionally); pushing, pulling, twisting, squatting; repetitive hand activities within close reach such as keyboard, mouse, handwriting, files & phone (continuously); lifting/carrying office supplies up to 10 pounds to 20 pounds (occasionally).

**WORKING CONDITIONS**

Office environment with occasional exposure to student classrooms and playground noise, communicable diseases, non-compliant children, air conditioning, seasonal temperatures, dust, wind, pesticides and possible smog.

**TIME COMMITMENT:** 40 hours per week

**REPORTING RELATIONSHIP:** The Program Specialist will report to the Executive Director.

**COMPENSATION:** \$19 - \$25 per hour