



**Job Description:
School Readiness Specialist**

EXEMPT: NO

DEPARTMENT: School Readiness Dept. in HC Division

REPORTS TO: Assistant Director of School Readiness

DATE: October 2018

SALARY LEVEL: \$21-23 hr

LOCATION: 141 Stony Circle, Santa Rosa

HOURS: 30 hrs week

APPROVED BY: Human Resources Manager

BACKGROUND: CAP Sonoma is committed to improving school success, which is tied directly to long-term economic self-sufficiency. The School Readiness Programs Coordinator position is aimed at supporting the programs of the School Readiness Department whose overarching goal is improving the readiness of low-income children to enter school, ready to succeed in kindergarten and beyond.

SUMMARY OF THE POSITION: The School Readiness Specialist, in close conjunction with the Assistant Director of School Readiness Programs, will be responsible for revising and editing the Pasitos Program materials so that they will be ready for publication as well as assist with other tasks as needed for Pasitos.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Revise, compile, and edit Pasitos and Primeros Pasitos manuals and other auxiliary materials, preparing the materials for duplication.
- Other tasks as assigned.

REQUIRED QUALIFICATIONS:

- Familiarity with issues involved in working with low-income young children and families from diverse cultural backgrounds.
- Organized and detail oriented with excellent communication skills, both verbal and written, in English and Spanish.
- Interest and experience in Early Childhood Education principles preferred.
- Interest in or experience in Early Childhood settings desirable.
- Ability to receive direction and follow through on tasks with basic training and minimal supervision.
- Excellent problem solving skills.
- Intermediate to advanced computer skills needed. Experience with Microsoft Office, Excel, PowerPoint, Publisher
- Familiarity with local resources and community partners preferred.

EXPERIENCE & SKILLS: A minimum of 5 years' experience with administrative support, including data entry and research skills.

LANGUAGE SKILLS: Candidate, with direction, should have ability to write procedure manuals in English and Spanish. He/she should also have the ability to effectively present information and respond to questions from a variety of audiences.

OTHER REQUIREMENTS:

Reliable vehicle, valid CDL, acceptable DMV record and adequate automobile insurance coverage.

WORK ENVIRONMENT: The majority of this job is conducted within a general office setting. Some may be conducted at program sites within the county.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; and must be able to negotiate street terrain and approach individuals in unspecified locations of unknown accessibility and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives to meetings and trainings,

and to home visits if assigned throughout the year. The employee spends approximately (up to 5 hours at a time) working at a computer desk composing emails, creating documents, doing data entry, etc. Must be able to speak to individuals and groups and to hear them speaking and be able to spend time on the telephone for significant periods (up to 1 hour at a time).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____