

Solano County  
Office Education

JOB TITLE: Early Learning Inclusion Liaison

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides coordination, leadership, technical assistance, and relevant information to the Solano County Office of Education (SCOE) programs and Solano County districts/schools to effectively support early learning programs, with a special emphasis on supporting access to information related to inclusive practices in early learning settings. Facilitates and plans various countywide early education (ages birth to 5 years) activities focused on inclusive practices, coordinating assigned program components and related activities, and serving as a resource to districts, early care and education providers, and others.

ESSENTIAL DUTIES

- Convenes partner agencies for the purpose of gaining information and/or discussing needs and problems involved in the development of inclusive early care and education settings for children birth to age 5 years
- Collaborates with a variety of groups and/or individuals (e.g. member districts, the Special Education Local Plan Area (SELPA), public agencies, community based organizations, county staff, etc.) for the purpose of determining and developing needed materials or services for professional learning and support to students in inclusive settings
- Coordinates staff development events for the purpose of connecting districts and early care and education agency staff to meaningful professional learning related to inclusive practices
- Creates and maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with grant requirements and established guidelines
- Coordinates learning and support materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of providing a variety of presentation mediums for in-service trainings to individuals or groups of teachers, early care and education providers, administrators, counselors and other school staff
- Facilitates SELPA, district, and county committee meetings for the purpose of establishing and maintaining networks, completing special projects, coordinating efforts, and problem-solving system wide challenges to inclusion in early care and education settings
- Remains current concerning trends in supporting inclusive early care and learning by attending professional learning sessions, networking, reading journals/papers, joining professional associations, etc.
- Performs related duties as assigned
- Serves as a member of the Management Advisory Council (MAC) meetings as scheduled

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- Effective management practices and supervision techniques
- Technical aspects of field or specialty
- State and federal laws, regulations, and codes dealing with early learning educational programs. School district organization, operations, policies, and objectives
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Implementing inclusive practices, preferred

### ABILITY TO:

- Facilitate countywide meetings which include various stakeholders from school districts, local agencies, and community partners
- Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings
- Create and maintain appropriate records and databases
- Prepare and deliver presentations
- Read, interpret, apply, and explain rules, regulations, policies, and procedures. Complete assignments successfully with a minimum of direction and supervision
- Communicate orally and in writing to audiences of varying levels
- Collaborate with school staff, district staff, and outside agencies to support inclusive early learning efforts and practices
- Meet state and district standards of professional conduct as outlined in the Administrative Policy
- Monitor financial activity (e.g. grants, etc.) for the purpose of ensuring that expenses are within budget limits and/or appropriate fiscal practices are followed
- Lead complex systems change involving multiple stakeholders

## EDUCATION AND EXPERIENCE REQUIREMENTS

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
- Three years' experience in early learning leadership or supervision
- Expertise with supporting inclusive practices and the needs of diverse learners, including students with disabilities preferred

## LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

## SUPERVISION RECEIVED

Limited and general supervision

## SUPERVISION EXERCISED

Employees in this classification may supervise other staff members in the operational 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)