

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PROGRAM ADVISOR, PRE-SCHOOL**

### **RANGE: 12**

### **BASIC FUNCTION:**

Under the direction of an assigned Supervisor, Student Program, perform a variety of clerical duties and process a variety of documents in support of the early childhood education Professional Development program; provide information and assistance to Program applicants and participants; prepare and maintain related manual and automated records, reports and files.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of clerical duties in support of the early childhood education Professional Development program; provide a variety of services to meet the needs of personnel attempting to meet professional growth requirements.

Receive and process forms, applications and other paperwork submitted by Program applicants and participants; verify accuracy and completeness of documents; determine applicant and participant qualifications and eligibility for permits and Program services.

Meet and confer with Program participants and applicants; monitor progress of participants during eligibility tenure; provide information and assistance to applicants and participants concerning Program standards, requirements, time lines, policies and procedures.

Research, compile and assemble a variety of information and data related to Professional Development and early childhood education; prepare and maintain a variety of records, reports and files related to applicants, participants and assigned activities.

Collaborate with outside agencies in meeting the needs of Program applicants and participants; establish and maintain contact with child care organizations to facilitate and enhance support for Program services; refer applicants and participants to community resources as needed.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Communicate with County Office personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; initiate and receive telephone calls; compose, receive and respond to a variety of correspondence.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

**November 2005**

Prepare, develop and distribute a variety of Program documents such as calendars, schedules, forms, applications and informational materials.

Attend and participate in various meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

General community resources, services and programs related to early childhood education and professional development.

Basic interviewing and advisement techniques.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

**ABILITY TO:**

Perform a variety of clerical duties in support of the early childhood education Professional Development program.

Process forms, applications and other paperwork submitted by Program applicants and participants.

Determine applicant and participant qualifications and eligibility for permits and Program services.

Provide information and assistance to Program applicants and participants.

Learn policies and objectives of assigned programs and activities.

Learn principles, practices and procedures of related to early childhood education and related professional development activities.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Maintain a manual and automated variety of records, logs and files.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving frequent public contact

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.