

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EARLY LEARNING SERVICES SPECIALIST

BASIC FUNCTION:

„SH



**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school, supplemented by college level coursework in childhood education, child development, education, or a related field, and three years of experience working in public relations, special events coordination or professional development.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Lifting, carrying, pushing and pulling moderately heavy objects as needed.  
Reaching overhead and above shoulder to retrieve materials.

Approved by Personne Commission December 14, 2016

---

Kristin Olson  
Director Classified Personne Services

Date: 12/14/16