



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROGRAM TECHNICIAN – EARLY LEARNING

DEFINITION:

Under the direction of the Early Learning Programs and Services (ELPS) Program Manager, this position provides technical and administrative support for department-wide systems related to enrollment, eligibility determination and certification, system monitoring, and ongoing family and child participation within the ELPS programs. This position works collaboratively with program staff, families, and community partners to support program access, maintain full enrollment, and ensure compliance with applicable regulatory requirements in support of a high-quality mixed-delivery early learning system within Tehama County.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Support the implementation, monitoring and continuous improvement of early learning programs by executing department goals and objectives, supporting compliance with State and Federal requirements, and ensuring consistent implementation across the ELPS department.

Enrollment Systems, Program Operations, and Continuous Improvement

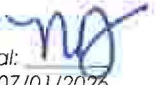
- Implement and follow enrollment processes for assigned ELPS programs in alignment with contract-specific funding requirements.
- Independently maintain accurate enrollment, eligibility, and attendance records in compliance with applicable State and Federal requirements using required department data systems.
- Monitor program capacity and enrollment activity, maintaining accurate records and supporting efforts to sustain full enrollment.
- Ensure all documentation practices comply with contract requirements, funding terms, and program guidelines for early learning programs administered by TCDE and ELPS.
- Prepare required documentation in a timely and accurate manner in accordance with program requirements and direction.
- Maintain confidentiality of all project, program, and agency information.
- Utilize and maintain current knowledge of department data systems, including enrollment, attendance, and reporting platforms; remain current on system updates, requirements, and procedures to ensure accurate data entry, monitoring, and reporting.
- Collaborate with ELPS leadership to support planning, implementation, evaluation, and self-assessment of program strategies as directed.
- Support the development and maintenance of systems that promote accurate data collection and reporting to inform program planning and continuous improvement across the department.

Training and Technical Assistance, Collaboration, and Outreach

- Provide training and technical guidance to staff regarding enrollment systems, monitoring procedures, regulatory requirements, and supervisory directives.
- Serve as a resource to staff, families, and the Tehama County community regarding ELPS programs administered by TCDE.
- Develop and present informational materials to promote ELPS programs and services within the community.
- Attend meetings and community functions to support enrollment efforts, collaboration, and awareness of early childhood education programs throughout Tehama County.



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Official: 
Effective: 07/01/2026

- Participate in staff selection, onboarding, and evaluation activities as assigned.
- Drive frequently for department-related business.
- Perform other related duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- An AA degree or a BA degree in a human services field (i.e., social work, counseling, education, sociology) is preferred.
- Two (2) years of demonstrated experience working in or with education systems.
- Experience with participating in data collection practices such as reviewing attendance patterns, tracking enrollment trends, monitoring documentation related to eligibility and participation, and maintaining accurate records.
- Bilingual and bi-cultural skills are desirable.

KNOWLEDGE OF:

- Federal and State programs, systems, codes, laws, and regulations related to Early Childhood Education.
- Computer applications and software, including word processing, database, and desktop publishing programs.
- Customer service principles and techniques for working effectively with diverse individuals and groups.
- Proper English usage, spelling, grammar, and punctuation.

ABILITY TO:

- Maintain confidentiality of all projects, programs, and agency information.
- Provide technical support related to program enrollment, evaluation, and implementation of a mixed-delivery early learning system, including interaction with child care centers, family child care homes, school sites, school districts, and county offices.
- Demonstrate initiative and sound judgment; understand and carry out oral and written instructions accurately with minimal supervision.
- Effectively and accurately use designated enrollment and attendance data systems.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business.

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 position, with or without reasonable accommodation.

- Work is primarily performed in an office and community-based environment.
- Requires the ability to sit for extended periods; stand, walk, bend, stoop, kneel, and reach as necessary.
- Requires frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Requires the ability to communicate effectively in person, by telephone, and electronically.
- Requires visual acuity to read printed materials, computer screens, and data reports.



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- May require lifting, carrying, pushing, or pulling materials weighing up to approximately 25 pounds.
- Requires the ability to travel to multiple work sites and community locations throughout Tehama County; frequent driving is required.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: July 1, 2026

Revised: _____

APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 