

## **COORDINATOR, EARLY CHILDHOOD EDUCATION**

### **PRIMARY FUNCTION:**

Under the immediate supervision of the Assistant Superintendent of Learning Support, shall research, plan, develop, administer and supervise The District's early childhood education programs.

### Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding human resources functions.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current human resources and educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for the overall operation and implementation of the Preschool programs at multiple sites within the district.
2. Performs intake, enrollment, parent outreach, and other direct services to families.
3. Maintains records, master calendars, completes and files reports as required by the program/state.
4. Develops, monitors, and maintains program budgets.
5. Prepares program site visits and audits under the direction of California Department of Education.
6. Recruits, supervises, and meets regularly with staff within the program.
7. Provides ongoing professional learning for program instructors and support staff.
8. Collaborates with site administrators to evaluate the performance and effectiveness of programs and staff.
9. Maintains positive relationships with parents, parent groups, school volunteers, and outside agencies to develop community awareness and support for the preschool program.
10. Facilitates communication and collaboration with special education and regular education preschool/kindergarten teachers and administrators.

11. Develops and maintains program components that allow preschool students with special needs access to typical peers in the least restrictive setting.
12. Establishes priorities for educational materials that provide foundation for kindergarten readiness.
13. Attends trainings and meetings as required by the program and district administration.
14. Other related duties as assigned.
15. Maintains state accreditation and/or licensing standards for the district's early childhood programs.
16. Provides leadership in developing the necessary climate for change and growth within the school.
17. Manages resources, personnel, and time in order to provide for effective and efficient day-by-day operation of the District's early childhood education programs.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.
2. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

**EXPERIENCE:**

Minimum five years teaching experience in a public school setting. Supervisory experience preferred. Early childhood experience preferred.

**EDUCATION/CREDENTIALS:**

Valid teaching and/or Pupil Personnel Services and/or Education Specialist credential. Master's degree required, in Educational Administration or Educational Leadership preferred, and a Tier 1 Administrative Services credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.