

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Readiness Program Specialist

DEPARTMENT: Educational Services

POSITION SUMMARY:

The School Readiness Program Specialist will coordinate the oversight of the District's School Readiness Program and other Early Childhood Education programs including preschool. Facilitates, implements, and evaluates school readiness and preschool programs that reflect the shared vision of the District.

ESSENTIAL FUNCTIONS:

1. Builds relationships and maintains communication with outside agencies throughout the county.
2. Serves as a liaison with the following groups: parents of children 0-5 living within the District, the District's early care and education and K-3 programs, site principals, other early care and education programs operating within District boundaries.
3. Represents the District in the area of School Readiness in cooperative relationships with community members, community agencies, K-12 level District committees and councils, and personnel in other organizational units and offices.
4. Reviews program, budget, and staffing plans to assure conformance with local, state, and federal guidelines; maintains current knowledge of laws, legislations, and guidelines affecting early care and education.
5. Provides leadership to staff in determining objectives and identifying program needs as a basis for developing both short-term and long-term plans.
6. Hires, supervises, and evaluates program staff in accordance with the District's adopted uniform guidelines for evaluation and assessment; recommends appropriate action in cases of substandard performance; and identifies and encourages individual teachers with leadership potential.
7. Develops, coordinates, and conducts in-service trainings and staff development.
8. Develops, coordinates, and conducts staff meetings, including articulation meetings, between pre-kindergarten staff and the District's primary teachers.
9. Develops, implements, and coordinates the District's transition programs, including Kindergarten Bridge Program and Countdown to Kindergarten, for children, parents/families, and early care and education providers.
10. Identifies and provides support to early care and education providers, parents, and children 0 - 5 to ensure that children enter school with the skills and resources necessary to access the education program.
11. Supports state-adopted pre-kindergarten guidelines and/or standards.
12. Attends workshops, conferences, and meetings related to school readiness topics including District and other management team meetings as appropriate.
13. Plans, coordinates, and facilitates an advisory committee that plans for continuous evaluation and improvement of the school readiness services provided by the District.
14. Completes required reports and maintains back-up documentation as required.
15. Seeks out additional grant funding sources to ensure sustainability of the program.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

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EDUCATION AND EXPERIENCE:

Administrative credential is required; Master's Degree is preferred. Experience as a primary teacher (K–2) and knowledge of primary curriculum and related state standards. Five years of successful teaching experience in several venues across grade level settings. A valid California Driver's License.

SKILLS AND QUALIFICATIONS:

1. Knowledge of CDE State Pre Kindergarten learning and Development Guidelines, early childhood education theory, developmentally appropriate practices, literacy developments.
2. Strong working knowledge of the K-12 educational system.
3. Ability to work with special needs families.
4. Knowledge of categorical funding.
5. Knowledge of bilingual education and needs of English language learners.
6. Ability to maintain cooperative relationships with those contacted in the course of work.
7. Ability to plan and carry out events involving parents and preschool children.
8. Ability to speak and understand Spanish desirable.
9. Ability to access community resources.
10. Ability to use principles of supervision, training, and program administration.
11. Ability to communicate effectively, both orally and in writing.
12. Knowledge and ability to provide effective program assessments and evaluations.
13. Ability to relate well to students, staff, parents and others; ability to communicate clearly and succinctly and to relate to diverse cultures.
14. Ability to plan, organize, develop, schedule, and coordinate the activities of a broad range of programs and special services.
15. Ability to analyze program activities and implement procedures that will improve school readiness services.
16. Ability to ensure that programs and activities are carried out in compliance with state and federal requirements.
17. Ability to prepare comprehensive reports.
18. Ability to make effective public presentations of program information.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Enter data/information into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Hear and understand at normal levels and on the telephone with or without hearing aids.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 45 pounds at waist height for short distances.

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WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a standard office and/or classroom or other preschool environments, and come in direct contact with District staff, both public and private pre-school staff, students, parents, and other community members. In addition, the School Readiness Program Specialist must attend and/or present late evening and/or weekend School Readiness events/meetings.

SALARY: Leadership/Management Salary Schedule Range 30

DAYS OF SERVICE: 215

Board Approved: TUSD 4/25/06