

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Readiness Site Lead

DEPARTMENT: Educational Services

POSITION SUMMARY:

Under the direction of the Director of Alternative Programs or his/her designee, the School Readiness Site Lead is responsible for direct leadership of a curriculum; adaptations to curriculum to meet student needs; student observations; developmental assessments and reports; supervision of assigned teachers and/or aides; and parent communication. He/she must ensure a positive, supportive learning environment, where self-concepts are enhanced, independence encouraged, and individuality respected. He/she is also responsible for providing a program that fosters children's social, physical, and mental growth.

ESSENTIAL FUNCTIONS:

1. Builds relationships and maintains communication with outside agencies throughout the county.
2. Plans, prepares and provides daily classroom instruction in collaboration with other preschool instructional staff based upon data used in student assessments, portfolios and reports.
3. 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, and other early care and education programs operating within District boundaries.
4. 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.
5. Reviews program, budget, and staffing plans to assure conformance with local, state, and federal guidelines; maintains current knowledge of laws, legislation, and guidelines affecting early child care and education.
6. Provides leadership to School Readiness Program staff in determining objectives and identifying program needs as a basis for developing both short-term and long-term plans.
7. Assists in the selection or recommendations for employment of School Readiness Program staff, and 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.
8. Develops and conducts in-service trainings and staff development regarding School Readiness.
9. Develops and conducts staff meetings, including articulation meetings, between pre-kindergarten staff and the District's primary grade teachers.
10. Works with District Coordinator to develop and implement the District's transition programs, including Kindergarten Bridge Program and Countdown to Kindergarten, for children, parents/families, and early child care and education providers.
11. 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.
12. Supports state-adopted pre-kindergarten guidelines and/or standards.
13. Attends workshops, conferences, and meetings related to school readiness.

14. Completes required program reports and maintains 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.

EDUCATION AND EXPERIENCE:

Bachelor of Arts degree from a college or university accredited by a regional accrediting institution recognized and approved by the CCTC, and a valid Child Development Program Director Permit. A valid California Driver's License. Bilingual in Spanish preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of California Department of Education 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 collaborate with special needs families.
4. Knowledge of state and grant funding requirements.
5. Knowledge of bilingual education and the particular 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 access community resources.
9. Ability to use principles of supervision, training, and program administration.
10. Ability to communicate effectively, both orally and in writing.
11. Knowledge and ability to provide effective program assessments and evaluations.
12. Ability to relate well to students, staff, parents and others; ability to communicate (verbally and in writing) clearly and succinctly and to relate to diverse cultures.
13. Ability to plan, organize, develop, schedule, and coordinate the activities of a broad range of programs and special services.
14. Ability to analyze program activities and implement procedures that will improve school readiness services.
15. Ability to ensure that programs and activities are carried out in compliance with state and federal requirements.
16. Ability to prepare comprehensive reports.
17. 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.

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 Site Lead must attend and/or present at evening and/or weekend School Readiness events/meetings. The School Readiness Site Lead must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other preschool related activities and events.

SALARY: Leadership/Management Salary Schedule Range 19

DAYS OF SERVICE: 215

Board Approved: 9.13.16