

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL READINESS & COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the coordinator of the Los Alamitos Child Development Center, serve as a liaison and facilitator to parents and community members of the Los Alamitos Unified School District, Los Alamitos Child Development Center, Orange County Children and Families Commission, and the Orange County Department of Education to promote and support school readiness for children prenatal to age five and their families.

REPRESENTATIVE DUTIES:

1. Collaborate with the coordinator of the Los Alamitos Child Development Center to develop, direct, plan, organize, facilitate, evaluate and implement the Los Alamitos Unified School District's School Readiness Initiative and serve as a liaison for all early childhood education related activities, preparing and submitting the appropriate documents and/or grants as needed.
2. Attend district and county meetings as directed; attend all programs related to the School Readiness Initiative; serve as a facilitator and liaison for the Los Alamitos Unified School District.
3. Provide program outreach, training, staff development and other activities to educate staff, community organizations, parents, and other leaders about the importance early education and intervention. Make recommendations to connect families within the district to various agencies as needed.
4. Develop and implement related projects, plans, strategies, goals, events and activities related to District priorities, CDC goals and the School Readiness Initiative.
5. Develop and implement a Sustainability Plan for early learning within the school district, seeking to draw additional funds for early learning programs from all available revenue sources including but not limited to local, state, and federal funding and various grants.
6. Implement and coordinate early intervention services to address speech and language delays prior to school entry.
7. Develop, coordinate and implement evidence-based early math/Science, Technology, Engineering and Math (STEM), and literacy related programs or activities in the Los Alamitos Child Development Center programming.
8. Build relationships to ensure communication with agencies providing early care and education to young children; with parents of young children who have yet to participate in their local school district and with the Los Alamitos Unified School District staff including but not limited to the Child Development Center, Transitional Kindergarten, and Kindergarten educators.

9. Regularly attend, participate, and serve as a resource in School Readiness activities within the district, community, and county.
10. Prepare, arrange, present, and or participate in training and workshops for staff, parents, community agencies, and other early childhood educators with emphasis in school readiness.
11. Conduct ongoing and end of the year evaluations to make recommendations for program improvement through maintenance of activities and services provided with documentation of records and reports in a timely manner.
12. Assure the timely preparation and distribution of a variety of reports, records and School Readiness data; request or provide information to assure completeness and accuracy.
13. Perform a variety of technical clerical functions in support of the Child Development Coordinator; coordinate office activities to reduce administrative detail for the Child Development Coordinator and other certificated and classified staff.
14. Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office.
15. Compose independently or from oral instructions correspondence, letters, memos, or other forms of communication, requesting or providing information or letters dealing with school or District office information.
16. Prepare a variety of items including reports, presentations, agendas and minutes; compile and type reports and other documents using various word processing skills.
17. Maintain confidentiality of a variety of sensitive information.
18. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices

Basic subjects taught in the District schools

Good communication skills in all areas and correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal relations skills using tact, patience and courtesy

Record keeping and filing techniques

Applicable sections of State Education Code and other applicable laws

Technical disciplines in the assigned areas such as data processing and computer use

Modern office practices, procedures and equipment

Appropriate terminology of assigned function

ABILITY TO:

Perform responsible and complex technical work involving independent judgment and requiring accuracy and speed

Office duties as filing, duplicating, and maintaining records

Print and write legibly
Understand and follow oral and written directions
Communicate effectively with young children, parents, and staff demonstrating poise, patience, and understanding
Establish and maintain effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Train and provide work direction to others
Maintain accurate records and prepare reports
Operate a variety of office equipment such as a computer, printer, and duplicating machine
Be flexible and revise priorities in accordance with the Child Development Coordinator
Handle complex workload and work efficiently under pressure and with frequent interruptions
Prioritize projects and work independently
Exercise discretion and judgment in handling confidential material
Learn the procedures, functions and limitations to assigned duties
Demonstrate a commitment to Los Alamitos Unified School District's vision, and goals
Have a results oriented, goal driven, team approach to work.

EDUCATION

Graduation from high school and a minimum of 12 units or more in early childhood education or child development from an accredited college or university.

EXPERIENCE

At least two years experience working in a school setting, preferably within early childhood education or child development.

LICENSES AND OTHER REQUIREMENTS

Child Development Associate Teacher permit or higher from the state of California
Commission on Teacher Credentialing
Possession of a valid and appropriate California Driver's License
Pertussis Immunization
Flu Vaccination
Measles Immunization

WORKING CONDITIONS

Office and school environment subject to tight deadlines and working in difficult interpersonal situations; subject to sitting and use of computer for extended periods of time requiring close/distance vision; color vision; peripheral vision, depth perception and ability to adjust focus; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift, carry, push, pull 40 lbs and up to 60lbs with assistance; give and take direction requiring clear speaking voice and ability to hear normal voice conversations; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 54

ADOPTED BY PERONNEL COMMISSION: August 17, 2016

ADOPTED BY BOARD OF EDUCATION: September 13, 2016