

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **PRESCHOOL PROGRAM COORDINATOR (Grant Funded)**
Department: District Office
Reports to: Deputy Superintendent of Educational Services

SUMMARY:

Under the direction of the Deputy Superintendent of Educational Services coordinates and implements the State Preschool Program for the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the overall operation and implementation of the State Preschool program at multiple sites within the district
- Provides equal parts direct service to students/families and administration of the State Preschool Program
- Performs intake, enrollment, parent outreach and other direct services to families
- Establishes interaction and positive relationships with students and families including classroom presence on a daily basis
- Maintains records, master calendars, completes and files reports as required by the program/state
- Develops, monitors, and maintains program budgets
- Prepares program site visits and audits under the direction of California Department of Education
- Recruits, supervises, and meets regularly with staff within the program
- Provides ongoing trainings for program instructors and support staff
- Evaluates performance and effectiveness of programs and staff
- Maintains positive relationships with parents, parent groups, school volunteers and outside agencies to develop community awareness and support for the preschool programs
- Facilitates communication and collaboration with special education and regular education preschool/kindergarten teachers and administrators
- Develops and maintains program components that allow preschool students with special needs access to typical peers in the least restrictive setting.
- Establishes priorities for educational materials that provide foundation for kindergarten readiness
- Attends trainings and meetings as required by the program and district administration
- Other related duties as assigned

SUPERVISORY RESPONSIBILITIES:

Manages employees at multiple district preschool sites; responsible for the overall direction, coordination, and evaluation of the district preschool programs.

Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative Credential, Multiple Subjects Teaching Credential, with at least five years teaching experience. Experience coordinating preschool programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative and Teaching Certificates, with elementary school emphasis.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups staff, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. Physical, mental and emotional stamina to perform the duties and responsibilities of the position and ability to endure long hours under sometimes stressful conditions; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift and/or move up to 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.