



For the future of every student

CLASS TITLE: EARLY CHILDHOOD EDUCATION COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, plan, develop, organize, direct and evaluate the early childhood education programs; provide supervision and training to the program staff; and perform a variety of other duties relative to assigned area of responsibility such as the curricula, indoor/outdoor environment, budget, professional development, referral process for student support services, parent education, implementation of County (Quality Counts, IEEEP) and State initiatives UPK and UTK and State Preschool Full-Inclusion project.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, develop, organize, direct and evaluate the early childhood education programs; monitor, assess and adjust learning activities in response to the progress, needs and interests of children; provide a developmental program to enhance child readiness for kindergarten.

Plan, implement, observe, supervise and monitor curricular activities for all Early Education preschool children

Act in an administrative and supervisory capacity, directing the work of Child Development Preschool Teachers, Child Care Center Teachers, Child Development Site Leaders, Paraeducators, Parent Volunteers, Family Liaisons, School Counselors, University Interns and others assigned to the program; communicate and problem-solve with host school sites and Principals.

Coordinate communication and activities with various District departments, personnel, parents, the community, Community Colleges and Universities, California Department of Education, Department of Social Services, governmental and private agencies.

Participate in District meetings including the VUSD Principal meetings, ESD, DLT, UTK committee and Cabinet

Facilitate the Early Childhood Parent Advisory Committee. Provide a lateral transition plan.

Plan, attend and conduct program and staff/parent engagement meetings

Monitor monthly reports; attendance records, best interest days, sign-in-out forms, school to home correspondence

Complete the annual Program Self-Evaluation Report and Continued Funding Requirements advise Executive Cabinet and Governing Board of Education.

Organize and direct staff professional development and parent education. Meeting regularly with all Teaching staff and Site Leaders

Update and maintain the Jumpstart Parent Handbook as a key document reflecting program policy and regulations

Assist staff with creating intentional lesson plans appropriate to the developmental level of the children in areas of language acquisition, social emotional learning, math, pre-literacy and self-help skills, fine motor and large motor development; plan and coordinate field trips.

Attend appropriate IEP meetings, District meetings and Social Service meetings as needed; insure compliance with all federal, state, county, District regulations, policies and laws.

Maintain accurate records of site conditions, materials and needs; coordinate/lead coordinated compliance review; prepare and submit funding reports/Grant funds, etc., purchase supplies and equipment, and monitor facilities, safety conditions and related improvements.

Plan, coordinate and collaborate with community agencies; conduct outreach and community awareness activities.

Oversee the enrollment process for students and families. Submit monthly 801A reports. Manage student data in "Q"

Confer with parents about enrollment/absences, health and social service needs, and student concerns/successes

Oversee and enforce student assessment requirements and parent-teacher conferences based on the DRDP System requirements

Promote, develop and expand the programs and services within the scope of Early Childhood Education; keep VUSD on the leading edge of research and practice, including Inclusive options for children with special needs; collaborate with institutions of higher education, laboratory schools and professional internships.

Coordinate and monitor all CDE Program Monitoring Reviews and County Reviews. Maintain compliant with the 7 CSPP Title 5 Program components. Meet all reporting timelines.

Supervise and evaluate the performance of assigned personnel; interview and select staff, recommend transfers, reassignments, and disciplinary actions

Work collaboratively with Fiscal Services staff to monitor and analyze services for educational and financial effectiveness and compliancy.

Comply and adhere to all services and accommodations documented on student IEP's within the required timelines and allocated minutes. Provide a rich quality program for all student abilities.

Recognize and celebrate the student's home language and the value of inclusivity

Apply for funding as appropriate

Work in collaboration with the district Early Intervention Program staff.

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and practices of early child development.

Child guidance principles and practices.

Management skills to analyze programs, policies and operational needs.

Classroom procedures and appropriate child conduct.

Instructional methods, techniques and strategies related to early childhood education.

Safe practices in classroom and playground activities.

Techniques of managing personnel, training and performance evaluation;

Interviewing techniques and problem solving methodology;

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operations, services and activities of a comprehensive program to improve school readiness of children and their families;

ABILITY TO:

Work successfully with a diverse population.

Direct and coordinate the services and activities of early childhood education programs.

Design successful strategies to encourage active participation by parents, the public and private providers.

Select, supervise, train and evaluate staff.

Develop and administer program goals, objectives and procedures.

Maintain program reports and records;

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate a computer and modern software to develop, direct and maintain a computerized program.

Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.

Maintain confidentiality of information obtained during the course of work.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Work independently with limited supervision.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.

Communicate clearly and concisely, both orally and in writing.

Follow good health and safety principles and practices.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a Bachelor's degree in Early Childhood Education, Education, Sociology, Psychology, Human Services or a related field and three years progressively responsible experience in an Early Childhood Program including administrative or supervisory experience with a demonstrated ability to work with diverse populations, working collaboratively with community agencies and/or experience managing personnel,

administering programs and conducting evaluations. A Master's degree in Early Childhood Education or related field from an accredited institution preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid California Child Development Program Director

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environments.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard, standard office and classroom equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and monitor children activities.

Ability to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

08/25/2022

Revision:

09/16/2022