
Position: Before and After School Program Coordinator, Spanish Bilingual Required
(Non-Represented Position)

Department: Child Development

Reports To: Director of Extended Learning & Child Development Programs

Salary: Classified Coordinator Salary Schedule, 12 Month Position

SUMMARY

Under the direction of the Director of Extended Learning and Child Development, coordinates and oversees the District's Early Learning, before and after school programs as well as collaborate with ASES program counterparts. Supervises, plans and aligns program activities with the District's PreK-6th grade curriculum, which works to help support the District's student performance standards. Ensures compliance with ELOP Funding and CCR Titles 5 and 22, as applicable, and all other relevant laws, policies, regulations and procedures. Maintains fiscal records, accounts, and ensures district audit standards are met. Acts as District liaison with community support agencies and other District programs/school sites; performs other related duties as assigned. Assists in the development, supervision and coordination of Child Development programs in the District.

REPRESENTATIVE DUTIES

Program Support and Development

- Plans, coordinates, implements, and manages local, regional, and/or statewide early learning and school readiness programs including development and implementation of program work plans
- Works with collaborative partners to plan, develop, and write content for professional development modules and funding proposals
- Prepares written documents including funding proposals, expenditure contracts, and related agreements and memorandums of understanding (MOUs) as determined by the department Director, reports, program evaluations, flyers, and related material for the Live Oak School District Website; prepares oversees Web and media material development and maintenance; prepares and coordinates the development and production of marketing materials; conducts site visits at local, regional, and/or state levels; reviews reports to monitor programs; conducts presentations at educational conferences and related events.
- Supervise and review work to assure compliance with established guidelines and procedures.
- Monitors program implementation and effectiveness; supervises, coordinates, and monitors activities of Early learning staff; and after school care of Preschool, Transitional Kindergarten ensures successful completion of overall program requirements within established budget and timelines; coordinates activities of subcontractors; coordinates and facilitates planning meetings with collaborative partners and staff; updates and maintains local, regional, and statewide communication with contract monitors and subcontractors
- Oversees data collection for program evaluation; develops and monitors program budgets.
- Prepare and submit State reports as required
- Substitute as needed in classrooms

1. Program & Compliance Coordination

- Ensure compliance with policies, regulations, procedures, and guidelines (serve as liaison District and State agencies)
- Facilitate the planning of program activities (field trips, guest speakers, special events, etc.)
- Facilitate the ordering of materials and supplies
- Facilitate the alignment of activities to support Pre-3rd grade curriculum
- Participate in coordinated program monitoring reviews (CPM)

- Facilitate the implementation of appropriate -assessment/evaluations, including the Desired Results Evaluation System

2. Fiscal Management and Coordination

- Develop and monitor applicable program budgets
- Act as a liaison between community agencies
- Maintain appropriate records and documentation
- Implement all local, state and federal audit requirements
- Coordinate the application, implementation, and management of all aspects of grants to support sustainability of the program
- Coordinate annual fundraising activities

3. Personnel Management and Coordination

- Recruitment and assists the HR department in hiring staff
- Orient new staff to program operations
- Conduct regular visits to all sites and provide support to staff as needed
- Conduct regular staff meetings/trainings, and coordinate staff development days
- Coordinate and arrange bi-annual CPR trainings for staff
- Revise all forms for (before/after school program) staff binders as needed
- Develop annual staff work schedule according to program requirements

4. Parent/Community Relations Responsibilities

- Oversee development of annual Early Learning Program activity calendar
- Co-facilitate Parent Advisory Committee (PAC) meetings and activities
- Develop and organize parent trainings and workshops, and open house activities, etc.
- Coordinate annual parent orientation for all families
- Assist with community outreach
- Maintain and coordinate support services with auxiliary social service providers and agencies
- Participate on county wide consortiums relating to Child Development and Early Learning Education Programs
- Perform related duties as assigned.

ABILITY TO

- Assist in the planning, organizing, and monitoring of the operations and activities of the integrated Early Learning program.
- Coordinate operations, communications and personnel to enhance program effectiveness and student learning and achievement.
- Prepare comprehensive narrative and statistical reports.
- Develop measurable goals and objectives and evaluate progress toward achievement
- Research and evaluate funding prospects; set priorities and timelines; make decisions on a variety of program and technical matters; develop and monitor complex budgets and monitor expenditures; comply with fiscal and programmatic requirements of funding agencies
- Plan and develop Web site and/or online module content
- Organize work to meet strict deadlines
- Plan, coordinate, supervise and deliver professional development, training, and technical assistance
- Communicate effectively in both oral and written forms
- Maintain cooperative working relationships with collaborating agencies.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a bachelor's degree and 24 ECE Units; experience working in early childhood programs as a preschool teacher, or related setting; experience in the supervision of staff; successful experience managing multiple grants or projects.

Knowledge of:

Local, state, and national quality early learning initiatives supporting the birth-third grade continuum; project management and principles of organization; grant and funding resources and requirements; contracting procedures.adequate knowledge of Department of Education, Child Development Division (Title 5) and Community Care Licensing (Title 22) regulations; ability to oversee multiple sites and ensure the implementation of a safe and healthy program for children and families; support staff to develop quality programs for preschool and school age children; scheduling children's activities. Satisfactory knowledge of District programs and fiscal procedures relating to the Early Learning Programs like Preschool and Transitional Kindergarten.

ENVIRONMENT

Indoor work environment, including office and classroom

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Hearing and speaking to exchange information and make presentations.

Spanish Bilingual Required

ELOP Funded

Board Approved: 5/18/22