

JOB DESCRIPTION
San Diego County Office of Education

COORDINATOR, CHILD AND FAMILY SUCCESS

Purpose Statement:

The job of Coordinator, Child and Family Success is responsible for coordinating the research, development, implementation, and assessment of professional learning, instructional guidance, tools, and resources related to Pre-kindergarten through Grade 3 (P-3) programs, supports schools and districts implement high quality, standard-based teaching and learning, maintaining services in compliance with established guidelines; and ensuring the accomplishment of the SDCOE mission, goals and objectives, and strategic plans (e.g., Equity Blueprint).

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Coordinates collaboration across multiple departments (Human Resources, Early Education, Expanded Learning, Student Support Services, etc.) in support of an integrated approach to increase the number of qualified teachers to teach California State Preschool Program (CSPP) and transitional kindergarten (TK), as well as to increase the content knowledge of preschool, TK and kindergarten teachers.
- Works with various SDCOE departments (Human Resources, Early Education, MEGA, Equity, Student Support Services, etc.) to coordinate technical assistance and professional development to school districts and charters, including community based CSPP programs in their attendance areas, as applicable.
- Collaborates with a team in providing professional development for inclusive classrooms; culturally responsive instruction; dual language or multilingual learners; social-emotional learning; trauma or healing-informed and restorative practices; Mitigating implicit biases to eliminate exclusionary discipline.
- Coordinates program components including support needs, materials, professional learners, logistical and operational considerations (e.g. negotiating contracts with vendors, reserving space, etc.) meeting district and/or grant/program needs, guidelines, or requirements.
- Researches, writes, and presents grant information securing funding and engaging in innovative instructional practices and learning opportunities.
- Develops, supervises, monitors, and reports on subcontracts.
- Serves as the Senior Director's designee for community and state meetings.
- Participates in community activities and professional development events that promote the

development and management of grant activities.

- Maintains a variety of files and/or records (e.g. budgetary, professional learners, grants, units of study, up-to-date standards, literacy files, etc.) providing up-to-date reference material that complies with regulatory requirements and established guidelines.
- Coordinates teacher recruitment and workforce development activities with community-colleges and 4-year universities, as applicable.
- Coordinates professional learning grant activities for preschool, transitional kindergarten, and Kindergarten teachers and in coordination with the county's P-3 focus.
- Coordinates and supervises the development and implementation of professional learning in specific target areas that support the P-3 alignment.
- Provides technical assistance support to other SDCOE team members facilitating effective P-3 program learning and implementation.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, charter schools, etc.) implementing and maintaining coordinated services and/or programs.
- Monitors fund balances of assigned programs and related financial activity (e.g. grants, etc.) ensuring that expenses are within budget limits and that fiscal practices are followed.
- Participates in and leads meetings, workshops, trainings, and seminars conveying and/or gathering information required to perform functions.
- Prepares a variety of reports ensuring ongoing funding by complying with district and/or grant/program requirements, involving instructional effectiveness or impact, and providing information or guidance to support quality teaching and learning.
- Presents information to district and community groups (e.g. program offerings, funding status, participation levels, etc.) promoting programs, gaining feedback, and complying with established internal controls.
- Provides discipline-specific leadership and consultation ensuring support and development of quality and sustained professional learning for county school districts
- Supervises, trains, and evaluates assigned personnel.

Other Functions:

- Perform other related duties as assigned ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE:

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: grant administration; district policies and procedures; and issues relating to at-risk youth;

Accounting practices;

Business telephone etiquette;

Codes/laws/rules/regulations/policies;

Knowledge of community resources;

Methods of instruction and training;

Practicing cultural competency while working collaboratively with diverse groups and individuals;
Stages of child development.

ABILITY:

To schedule a significant number of activities, meetings, and/or events;

Routinely gather, collate, and/or classify data;

Use basic, job-related equipment;

Work with data of widely varied types and/or purposes;

Independent problem solving is required to analyze issues and create action plans;

Problem solving with data requires analysis based on organizational objectives;

Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions;

Communicate effectively orally and in writing;

Meet deadlines and schedules;

Work as part of a team;

Work with detailed information/data.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity. Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: Master's degree in education, educational leadership, or closely related field; and

Experience: Four (4) years of increasingly responsible experience conducting professional learning activities, collaborative projects implementation, and program evaluation and assessment; and Pre-kindergarten through third grade experience preferable ; or

Equivalency: A combination of education and experience equivalent to a Master's degree in education, educational leadership, or related field; and four (4) years of increasingly responsible experience conducting professional learning activities, collaborative projects implementation, and assessment.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services Credential

Valid CA Single Subject or Multiple Subject Teaching Credential

Valid CA Driver's License

Continuing Educ./Training

As needed to maintain required certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen


Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Certificated Management, Grade 045

Approval Date: October 9, 2022

Approved by:



Dr. Yolanda Rogers, Assistant Superintendent
Human Resources Services

Revised: N/A