

COORDINATOR, EARLY CARE AND EDUCATION

Basic function

Provide administrative leadership in the management, operation and coordination of specific Santa Barbara County Education Office Early Care and Education staff and programs at multiple sites, as established by Federal and State regulations.

Supervision

Directly responsible to the Administrator, Early Care and Education.

Representative duties

- Administer and coordinate specific Early Care and Education programs, such as the Infant/Toddler Program, California State Preschool Program, and Alternative Payment Programs, as established by State and Federal regulations.
- Provide direct supervision, coordination, and evaluation of certificated and classified staff as assigned by the Administrator, Early Care and Education.
- Serve as a member of the Local Planning Council to assist in the coordination of county-wide early childhood services.
- Coordinate the selection and procurement of facilities, instructional materials and equipment.
- Coordinate the implementation of program audits (i.e., the Coordinated Compliance Review, etc.) as mandated by State and Federal regulations. Participate in litigation decisions and the fair hearing process as assigned.
- Collaborate with other staff in carrying out administrative duties, such as preparation of lease agreements, completion of State and Federal reports, budget preparation, and organization of Early Care and Education staff to work on selected projects.
- Provide instructional leadership to certificated and classified staff, including recommending relevant professional development activities for staff.
- Direct and maintain the educational programs as adapted to the needs of students served.
- Review and supervise the alignment and articulation of core curriculum between District and County Early Care and Education programs, including a planned curriculum for students with disabilities.
- Participate in the selection and assignment of new certificated and classified staff.
- Serve as representative of the Early Care and Education program and/or designee of the Administrator at meetings as assigned.
- May teach classes, as assigned.
- Perform other related duties as assigned.

Qualifications

Possession of a valid California credential authorizing supervision of Early Care and Education programs; verification of CBEST clearance. Experience and/or training appropriate to fulfill requirements of the position.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.