

COORDINATOR, ECE PROGRAMS AND SUPPORT

Basic function

Under the Administrator, Early Care and Education, provides administrative leadership in the operation and management of the Early Care and Education (ECE) programs for the Santa Barbara County Education Office. The Coordinator has a strong understanding of ECE from a global and local perspective and will provide ECE leadership, program management and implementation, and supervision and evaluation of program staff, as established by Federal and State regulations.

Supervision

Directly responsible to the Administrator, Early Care and Education.

Representative duties

- Administer and coordinate Early Care and Education programs, grants, and budgets, as assigned by the Administrator, Early Care and Education.
- Hire, support, supervise, and evaluate program staff. 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 and assist in the coordination of countywide Early Care and Education services.
- Coordinate the selection and procurement of facilities, instructional materials and equipment.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures; align practices with state and federal standards and requirements.
- Maintain best practices related to preschool through third grade (P3) and ensure compliance with related laws, codes, regulations, policies, and procedures. Maintain current knowledge of educational methods, practices, and standards related to P3, programs and related laws, codes, regulations, policies, and procedures.
- Provide consultation and technical assistance to the County Education Office, Local Education Agencies (LEA) and Community Based Organizations (CBO) concerning requirements, principles, practices, techniques, and procedures to assure compliance with standards and requirements of grants, contracts, and programs.
- Coordinate the implementation of program audits such as the Coordinated Compliance Review, as mandated by state and federal regulations. Participate in litigation and fair hearing processes as assigned.
- Collaborate with staff to carry out administrative duties, such as preparation of lease agreements, completion of state and federal reports, budget preparation and maintenance, and assigning Early Care and Education staff to work on selected projects.
- Create and maintain systems to guarantee grant requirements are met and the appropriate data is collected and maintained.
- Provide instructional leadership to certificated and classified staff, including recommending relevant professional development activities.
- Direct and maintain the educational programs as established to meet 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.
- Create, update, and maintain policies, procedures and other guiding documents.

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- Serve as the designee of the Early Care and Education program at meetings as assigned.
- May teach Early Care and Education program classes, as assigned.
- Perform other related duties as assigned.

Qualifications

Possession of a valid California teaching credential and a minimum of five (5) years teaching and/or instructional experience. Possession of a valid California Preliminary or Clear Administrative Service Credential, or Certificate of Eligibility preferred. Experience and/or training appropriate to fulfill the essential functions of the position.

Licenses and Certificates

Possession of a valid California Driver's License.