

JOB DESCRIPTION

San Diego County Office of Education

Coordinator, Early Education Special Projects

Purpose Statement:

The Coordinator, Early Education Special Projects, is responsible for coordinating and directing on-going assigned Early Education County Office projects and initiatives; providing leadership for the initiation of new Early Education projects; and perform highly visible and complex special projects as assigned, including overseeing activities related to the Local Early Education Planning Council (LPC).

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, as well as being accountable for their actions and their impact.

Essential Functions:

- Provides overall leadership and guidance to a variety of on-going early education programs typically involving linkages between the San Diego County Office of Education, school districts, charter and private schools, colleges, county government, the private sector and other community and educational support organizations.
- Coordinates, collaborates, and consults with SDCOE and district staff as appropriate to support assigned Early Education programs, including assisting with the planning, implementation and evaluation of local- and state-level grants and programs.
- Provides leadership and direction in the initiation of new projects, proposals and other special funded requests including the preparation of proposals and subsequent information to accomplish objectives of the proposed project as assigned and or directed by the Executive Director, Early Education.
- Manages and coordinates the communication, meetings, partnerships, and programs of the LPC; serves as point of contact between the LPC and California Department of Education.
- Provides leadership and direction to properly implement the intent of the project, establish relationships within the county office as well as with outside organizations to meet objectives and provide for the assignment of project to management personnel within the county office as directed.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities, including overseeing data gathering and development of reports and plans mandated by CDE including LPC Priority Zip Codes, Early Care and Education Needs Assessment, Voluntary/Temporary Transfer of Funds Processes, and other reports.
- Provides management and support of projects, including setting goals, task identification, and implementation, timelines, and schedules for area(s) of responsibility and reporting.

- Advises, advocates, and serves as a technical resource on State and local policy, legislative activity, and maintains current knowledge of laws, codes, regulations, and pending legislation relevant to the position.
- Prepares briefing and advance materials, as well as periodic reports covering activities, accomplishments, and fiscal accountability for assigned programs.
- Provides leadership in establishing relationships within the county office organization, client districts and charter schools, and other outside organizations to meet project objectives and needs.
- Develops, coordinates, and presents workshops on a wide range of early education topics; creates promotional, supporting materials and agendas; oversees selection of speakers and trainers to address needs identified by State Child Care Providers and/or the LPC.
- Serves as point of contact between Local Early Education Planning Councils and community; represents LPC in local planning and coordination activities.
- Develops and oversees special projects and Child Care Planning, and supports activities as required.
- Serves as a liaison for small school districts and a county office contact for Early Education projects and other related program deliverables as assigned.
- Directs and oversees the progress and ensures timely completion of assigned special projects.
- Assists in development, design, and execution of new Early Education projects.

Other Functions:

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

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE of:

Operations, services, and requirements of CDE-funded Early Education grants/programs;

Pertinent federal, state, and local laws, codes, and safety regulations to Early Education;

California Preschool Learning Foundations;

California Curriculum frameworks, and subsidized Early Education programs/resources in California;

behavior patterns of children ages 0-5;

Stages of child development; behavior interventions, curricular standards, instructional practices, and techniques;

Evaluation assessments for students with disabilities;

Organization, staffing, functions, and goals of the SDCOE, including its educational programs, policies, and procedures;

Principles and practices of educational/public administration related to organization and

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management, planning and research;

To review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

Analyze situations to define issues and draw conclusions;

Applicable computer hardware and software.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Provide direction and guidance in the initiation of new projects, proposals, and other requests;

Carry out the functions and responsibilities prescribed by California Education Code and associated legislation;

Communicate effectively both orally and in writing;

Interpret and explain state, and federal policies, procedures, rules, and regulations;

Plan, organize and facilitate meetings;

Make, support, and explain recommendations and decisions;

Act judiciously under pressure, estimate project requirements, and organize resources to meet established deadlines and goals;

Make effective presentations using appropriate technology;

Plan and organize work;

Meet schedules and timelines;

Establish and maintain cooperative and effective working relationships with others;

Ensure accuracy and exercise diplomacy when communicating and interacting within the organization, outside agencies, and community members;

Work independently with little direction.

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:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Four (4) years of administrative-level experience in early education programs, providing services to infants, toddlers, inclusive of staff supervision and program/budgetary management responsibilities.

Education: A master's degree in early education, education, educational administration, or closely related field; or

Equivalency: A combination of education and experience equivalent to a master's degree in early education, education, educational administration, or closely related field, and four (4) years of administrative-level experience in early education programs, providing services to infants, toddlers, inclusive of staff supervision and program/budgetary management responsibilities.

Required Testing

N/A

Certificates, Licenses, Credentials

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management Grade 045

Personnel Commission Approved: July 19, 2023

Revised: N/A