

## **COORDINATOR OF EARLY CHILDHOOD EDUCATION**

### **DEFINITION:**

Under direction of the Director of School Improvement, provides leadership in early childhood education programs, infant through transitional kindergarten. Coordinates cross-program activities, compliance, licensing and staff development.

### **QUALIFICATIONS:**

#### Credential:

- Possession of a California Administrative Services Credential
- Possession of a California Multiple Subject Teaching Credential

#### Experience:

- At least 5 years successful elementary teaching experience.
- A minimum of 3 years experience in instructional leadership and/or site administration.

#### Other:

- Possession of a valid California driver's license.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction and general supervision of the Director of School Improvement:

- Responsible for the operation of all early childhood education programs including First Five and State Preschool, including implementation of district policies and procedures, coaching and direction for staff, and performance evaluation of personnel in all early childhood education programs and other assigned programs.
- Facilitates meetings of early childhood education leaders and elementary principals to discuss progress, plans and opportunities for improving the educational effectiveness of assigned programs.
- Responsible for planning, organizing, and aligning the instructional programs for early childhood education and transitional kindergarten with elementary education including standards-aligned curriculum, assessments, and professional learning.
- Conducts classroom observations and conferences and makes recommendations for more effective instruction.
- Works cooperatively with state and federal agencies participating in educational programs for students, and works closely with community agencies providing additional services.
- Responsible for the screening, employment and evaluation of credentialed and classified early childhood education staff.
- Meets with parents or groups regarding early childhood education programs.
- Coordinates advisory committees.
- Responsible for development and monitoring of program budgets.
- Responsible for preparation and submission of District state and federal reports.
- Monitors all attendance records and financial accounts to ensure fiscal accountability.
- Prepares schools/programs for compliance related reviews and requirements from state, federal and other related agencies pertaining to early childhood education programs.
- Researches availability of grant funds and prepares proposals.

### **Additional Responsibilities**

- Performs personnel functions (e.g. interviewing, evaluating, and supervising) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Facilitates and leads various district teams, meetings, and processes for the purpose of implementing and maintaining programs and services that achieve district's desired objectives.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of District curriculum, including Common Core State Standards, program compliance and preschool licensing requirements.
- Knowledge of child development programs and research-based strategies for early education.
- Knowledge of related Education Codes.
- Ability to develop and implement curriculum.
- Ability to communicate effectively.
- Ability to problem solve and work with a variety of constituents.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.