



COORDINATOR – EARLY CHILDHOOD SERVICES

PRIMARY FUNCTIONS:

Under the supervision and direction of the Executive Director, Special Education, the Coordinator of Early Childhood Services oversees all aspects of the daily operations of multiple preschool sites including developing and monitoring program budgets, developing curriculum and schedules, testing, maintenance of student and employee records, and the supervision and evaluation of all staff assigned to preschool programs. The Coordinator of Early Childhood Services assigns and directs the work of support staff to monitor student attendance, implementation of specific student services and programming, supervision and discipline, facility maintenance, communications, and community access and involvement with early childhood education programs. The Coordinator of Early Childhood Services also coordinates appropriate child development workshops, parenting classes, professional development for program staff, and articulation with the District's elementary schools. The Coordinator of Early Childhood Services also serves as the Superintendent's designee and representative in matters related to compliance and implementation of site specific operations, the District's strategic plan, board policy, and state and federal regulations regarding non-discriminatory practices and the safe and efficient management of a school campus.

GENERAL DUTIES AND RESPONSIBILITIES:

- Works with the Superintendent, Administrative Cabinet, and other members of the District's management team to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountability Plan (LCAP)
- Coordinates with the Assistant Superintendent of Educational Services and Executive Director of Special Education, the evaluation and the improvement of the general instructional programs, academic intervention programs for individual student populations, counseling services, and student support programs
- Coordinates with the Assistant Superintendent of Educational Services the curriculum and professional development needs of all staff in preschool programs
- Coordinates with the Assistant Superintendent of Administrative Services and the Assistant Superintendent of Human Resources the site's personnel needs and master schedules using established staffing and enrollment ratios
- Supervises and evaluates the performance of all certificated and classified personnel assigned to the school in accordance with the collective bargaining agreement, board policy, and established district guidelines and procedures
- Works with the Superintendent, Administrative Cabinet, and other members of the District's management team to develop and implement strategies to improve parent engagement and participation in their children's education
- Develops the program's communication plans using multiple means of outreach and coordinates special events and programs to increase parent participation and community involvement
- Using established District guidelines, and in consultation with the Superintendent and Administrative Cabinet, develops the fiscal budget for the school site to achieve expected outcomes within the District's Strategic Plan and Local Control Accountability Plan (LCAP)

- Develops viable program advisory committees to ensure equitable representation and input from parents, students, staff, and other community stakeholders
- Schedules, facilitates, and maintains written records of meetings for staff, parents, and students as required under board policy and state or federal law (i.e. IEP, SSC, etc.)
- Develops a comprehensive School Safety Plan and establishes procedures for the safe, efficient, and orderly operation of program sites and the maintenance of site facilities
- Works with appropriate district and site support staff to facilitate the activities of the Positive Behavioral Interventions and Supports (PBIS) Team and implement effective practices to improve program climate
- Submits reports on the operation of the preschool program as required under board policy and state and federal law
- Develops plans for consistent and timely vertical articulation among staff and coordinates student orientation activities for incoming preschool students and students entering transitional kindergarten/kindergarten classes at elementary school in the District
- Attends school board meetings, Back to School Nights, Open Houses, co-curricular athletic and academic events, student and staff recognition ceremonies, and other designated school and community functions
- Other duties and responsibilities consistent to the primary functions may be assigned

REQUIRED QUALIFICATIONS:

Education -

- Possesses a Master's Degree in education, child development, or related field and valid Children's Center Supervisory Permit, Program Director Permit, or Administrative Services Credential with 12 units of Early Childhood Education

Experience –

- Five years of experience as a credentialed preschool teacher; previous supervisory experience

DESIRABLE QUALIFICATIONS:

Knowledge of -

- Federal laws, California education code, and board policy related to the operation of preschool programs, public school employment, and the rights and responsibilities of students and community stakeholders
- State and Federal requirements for Head Start and State Preschool programs
- State and Federal requirements for Medi-Cal and Healthy Families programs
- Early Childhood Development theory, classroom management techniques, instructional methodology, and clinical supervision
- Positive Behavioral Interventions and Supports (PBIS) strategies
- Current de-escalation strategies and best practices for student crisis intervention
- Current legal requirements and appropriate techniques for physical restraint of students
- Legal requirements, collective bargaining agreements, board policy, and district procedures related to the hiring, supervision, and evaluation of assigned staff
- Legal requirements for the appropriate use and retention of confidential student and

employee records

- Elements and key indicators of the California Professional Standards for Educational Leaders (CPSEL's)
- Security protocols for administration and data collected from various types of standardized student tests and assessments
- Organizational leadership, motivational strategies, and techniques for working with adult staff, parents, and other community stakeholders
- Organizing, planning, and scheduling events using a conflict matrix and multiple calendars
- Appropriate budgeting, cash handling, and basic accounting procedures related to the management of the site budget and oversight of preschool program activities and events
- Appropriate procedures for purchasing, receiving, inventorying, and distributing materials, equipment, and supplies through both general and special fund budget categories

Ability to –

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Support, communicate, and serve as an effective spokesperson and representative of the Superintendent, Administrative Cabinet, and Board of Trustees to school site staff, students, and community stakeholders
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, advisory groups, auxiliary organizations, and other community stakeholders
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting K-12 public education at a local, state, and national level

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- Respond quickly and effectively to student elopement, severe behavioral issues, or threats of self-harm to self or others and apply appropriate physical restraints when required
- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height

- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance

WORK ENVIRONMENT

The primary work location is indoors and outdoors in a preschool program setting. Noise levels in this setting range from quiet to loud. The employee travels between program sites, district facilities, and other public agencies in the course of their duties. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: January 13, 2020

Formal Review: January 6, 2019

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed