

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Coordinator I, Early and Expanded Learning

CLASSIFICATION: Classified Management

REPORTS TO: Director, Early Expanded Learning

DESCRIPTION:

Under general direction of the Program Administrator/Director, assists in the supervision and administration of the Pleasanton Unified School District Early and Expanded Learning Programs. Leads program planning, design, and implementation of child development programs for preschool and school-aged students at all sites in conjunction with the philosophy, goals, and objectives of the school district.

PERFORMANCE RESPONSIBILITIES:

- Assists in overseeing day to day operations of Kids Club program sites, middle school program sites, and preschool sites ensuring compliance with policies and procedures.
- Partners with the Family Services Specialist and Enrollment teams to ensure strong communication and support to families.
- Assists with the training and implementation of the Ages & Stages Questionnaires (ASQ), Classroom Assessment Scoring System (CLASS) and CLASS Environment.
- Monitors and supports the Early Learning team in the implementation of Creative Curriculum and all required assessments and screenings (including Desired Results Developmental Profile (DRDP)).
- Participates, coordinates, and assists with the annual on-site self-reviews to assure program compliance. Submits a corrective plan of action to meet deadlines as required. Participates in the preparation for local, state, and federal program reviews or audits.
- Assists with program planning, contracting, evaluation, and quality assurance efforts (e.g. investigates, develops strategy, implements plans, etc.) for the purpose of ensuring continuous program improvement.
- Collaborates with district support staff including social workers and counselors to convey and receive information necessary to maintain program requirements and enrollment of eligible unduplicated students.
- Conducts site visits for the purpose of monitoring activities and identifying and responding to technical assistance needs.
- Assists in the development and implementation of a yearly professional development plan relevant to the training needs of both the Expanded Learning and Early Learning teams.
- Trains, evaluates, and provides direction and guidance to assigned personnel (e.g. reviews work accuracy, provides input concerning employee evaluation, etc.) for the purpose of identifying issues, mentoring, developing skills, and supporting staff.
- Manages assigned staff (e.g. assigning duties, reviewing work for accuracy and completeness, evaluating performance, training, etc.) for the purpose of providing work direction, ensuring work is accomplished within established standards.

- Prepares a variety of documents, reports and written and electronic materials (e.g. reports, budgets, policies and procedures, strategic plans, grants, etc.) for the purpose of documenting activities, providing written reference, maintaining historical record, and/or conveying information.
- Monitors program budget of parent fees, state contract funds, and grant funding.
- Coordinates staffing schedules and substitute staff for each site.
- Implements and interprets program policies and guidelines based on licensing regulations and state contract funding terms and conditions.
- Assists in the completion of annual staff evaluations.
- Coordinates staff meetings and visits programs on a regular basis.
- Participates in state consortia for state funded child development programs.
- Interfaces with school district personnel at school sites to insure communication linkages and coordination of operations.
- Acts as District representative with private organizations, public agencies, program participants, and other members of the public, organizes and attends meetings as necessary.
- Plans the annual staff vacation leave calendar for Early and Expanded Learning classified staff in accordance with contract language.
- Other duties as assigned.

KNOWLEDGE OF:

- Methods, techniques, and procedures in the delivery of a school age child care program.
- Principles of child care program management.
- Pertinent federal, state, and local laws, codes, and regulations governing child care programs.
- Child development of school-age children and common social needs of various age groups.
- Budgeting concepts and methods.
- Principles of supervision, training, and performance evaluation.
- Facilities and equipment needed in a comprehensive child care program.
- Agencies to be contacted in the course of work.

ABILITY TO:

- Work positively with community, parents, site personnel, children and staff.
- Work independently and carry tasks through completion.
- Exercise initiative and creativity in program planning.
- Handle multiple assignments in a timely manner.
- Attend public meetings to explain and promote programs and policies.
- Communicate effectively in both written and oral form.
- Review and analyze program effectiveness, recommend and implement procedures to improve programs.
- Train, supervise, and direct the work of staff.
- Provide leadership and instruction in program areas.
- Travel to various program sites, meetings, and training.

TRAINING AND EXPERIENCE:

- Bachelor's degree in Early Childhood Education, Child Development or Human Development from a recognized college or university required.
- A minimum of two years of successful experience in a licensed or exempt school-age

child development program in a director/supervisory capacity, which included the supervision of adults, required.

LICENSES AND CLEARANCES:

- Valid California driver's license
- Department of Justice fingerprint clearance.
- TB Clearance
- Valid Child Development Program Director Permit
- Continuing Education requirement of 105 hours with 5 year renewal.
- First Aid and CPR certification.
- As required by Community Care Licensing the following immunizations must be verified:
 - Annual Influenza
 - Pertussis
 - Measles

TERMS OF EMPLOYMENT:

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED: 12/12/2024