



SJCOE
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Job Description

POSITION TITLE: Coordinator IV, Head Start San Joaquin #6130
Early Education and Support
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Early Education or related field and experience in administration and management of early childhood programs. A thorough knowledge of current laws and regulations related to early childhood education, specifically Head Start. Possess or be eligible to apply upon employment for a Child Development Permit at the Program Director level.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in Early Education or related field. Two years of management experience in subsidized early childhood education programs. Five years of early education teaching experience. Two years of experience working with grants and budgets related to early education programs. Administrative Credential and/or a valid California Teaching Credential preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection as related to Head Start. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Child Development Permit, Program Director level. Knowledge of: early education laws, codes and regulations; skills in behavior management, general education, curriculum, current trends, inter-agency relationships, and effective methods of program coordination. Develop, maintain, and update various manuals regarding policies, procedures, and best practices.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Director III, Early Education and Support and the Director I, Head Start San Joaquin, the Head Start San Joaquin Coordinator IV will support the Director I in the operation, management, and administration of the Head Start San Joaquin program. This position works directly with internal staff in Early Education and Support and Educational Services to plan, organize and implement services to children and families in San Joaquin County. In addition, this position works directly with other early education partners, third party contractors and community based organizations. This position develops, monitors, implements and evaluates program policies and procedures; develops administers and monitors budgets; assures that Head Start/Early Head Start program complies with and implements State, local and federal regulations .Must have an in-depth knowledge of best practice and quality in early education and the interpersonal skills to work with internal personnel and the public.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program and specifically support the development of the grant application for continued funding, and the Community Needs Assessment.
12. Oversee and manage budgets.
13. Assist Head Start San Joaquin Director in determining appropriate program and service locations.
14. Provide coordination, consultation, and program development in identified areas.
15. Represent SJCOE, Early Education and Support, and/or Head Start San Joaquin at local, regional, and state meetings, conferences, in-services, boards, councils and events
16. Develop and maintain an effective working partnership with the SJCOE Head Start San Joaquin Policy Council; work with the Superintendent and Policy Council to facilitate shared decision making..
17. Serve as a liaison for the Head Start San Joaquin with other County Office departments and outside agencies.
18. Assist with development of innovative methods and approaches.
19. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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