



Job Description

POSITION TITLE: Coordinator I, Early Education and Inclusion Coordinator #6220
Early Education and Support
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 11

SUMMARY OF POSITION:

Under direction of the Division Director, Early Education and Support and the Director I, Early Childhood Education, The Coordinator I, will develop, implement, and monitor assigned programs, events, and projects; coordinate trainings and serve as a resource for staff and community partners; and provide leadership and technical support to staff and the early learning and care community. The Coordinator I will also participate in the development of collaborative projects and initiatives with a variety of stakeholders, staff, and partners and facilitate the design and implementation of procedures for ongoing monitoring, timely reporting, and continuous improvement of assigned programs and projects.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Early Childhood Education, or closely related field. Experience working with educational agencies, school districts, colleges, and the community. Possess or be eligible for a Child Development Permit at the Site Supervisor or Program Director level. Leadership experience in an early learning and care setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in Child Development/Early Childhood Education or a closely related field. Three years of experience teaching or directing a preschool, childcare center, or other agency involved with early childhood services. Knowledge of the diverse early learning and care programs including indicators and tolls commonly used to measure in early childhood education. Participation in quality rating and improvement initiatives, program design and evaluation, and inclusive early learning and care.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Assigned software
- Local, state, and federal laws, codes, regulations, requirements, and expectations
- Current resources, tools, initiatives in the early learning and care field
- High-quality teaching and effective instructional practices
- Diverse strategies and approaches to working successfully with adult learners and leading a team

Ability to:

- Supervise and evaluate staff
- Operate a computer
- Be flexible based on program needs
- Create and follow policies and procedures
- Develop and maintain effective working relationships with early learning and care staff and administrators in subsidized and non-subsidized programs to promote professional growth and program quality

- Effectively collect, organize, analyze, and present data and information for program improvement, decision-making, recognizing significant factors, relationships, and trends, and respond to questions from diverse stakeholders

Possess:

- Skill in scheduling, planning, coordinating, and conducting meetings, trainings, and events
- 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

DISTINGUISHING CHARACTERISTICS:

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

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 in, coordinate, and/or conduct a variety of meetings, staff development, 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.
12. Oversee and manage budgets.
13. Provide leadership to staff and community partners;
14. Plan, coordinate, conduct and evaluate monitoring, data collection and management, training and technical assistance, and reporting in support of program compliance and continuous quality improvement for the department and educational partners;
15. Represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events;
16. Research other funding sources for early learning and care initiatives or programs, and if applicable, apply for funding;
17. 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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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