



Job Description

POSITION TITLE: Coordinator I, Region Lead #5078
Early Education and Support
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 11

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree in Education, Early Childhood Education, or related field and a valid California Teaching Credential, and/or a Site Supervisor or Program Director Child Development Permit

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree in Education, Early Education, Child Development, or related field. Three years of experience working as an elementary and/or preschool classroom teacher. Three years working as an administrator in an educational setting. Three years of experience in a special education classroom setting. Training and/or experience related to working with EL (English Learners) children and families.

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. 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:

Ability to work well with people in numerous settings, excellent reading, writing and communication skills, analytical and analysis skills.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under direction of the Director III, Early Education and Support and the Director I, Early Childhood Education, the California Preschool Instructional Network (CPIN) Regional Lead will provide consistent and high quality professional development and classroom support for preschool and Transitional Kindergarten administrators and teachers based on current research, resources, and best practice. The primary intent of CPIN trainings and support is to improve quality in early education and to support the transition to kindergarten for all children. This position will coordinate CPIN activities throughout the Delta-Sierra Region VI and collaborate with local Quality Rating and Improvement System programs in the interest of raising quality.

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. Implement a results-based regional work plan.
14. Establish and maintain a regional school readiness network.
15. Provide direct classroom support through observation, coaching and mentoring to CPIN targeted early educators.
16. Collaborate with local Quality Rating and Improvement System programs in an effort to maximize services and improve quality across multiple districts/agencies.
17. Document local and regional practices, which can be used to inform public policy.
18. Organize and facilitate quality trainings related to California State Department of Education's publications:
19. Including but not limited to California Preschool Learning Foundations, Preschool Guide for English Learners, Pre-Kindergarten Learning and Development Guidelines, California Early Childhood Educator Competencies, and California Preschool Curriculum Framework.
20. Represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events as related to the California Preschool Instructional Network.
21. 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.