JOB DESCRIPTION
Tahoe Truckee Unified School District

COORDINATOR OF EARLY LEARNING

Purpose Statement:

The Coordinator of Early Learning is done for the purpose of supporting programs and services for children ages birth through five by providing direction, collaboration and evaluation for a variety of community activities designed to benefit School Readiness outcomes for children and families in the Truckee community. The Coordinator of Early Learning represents the Tahoe Truckee Unified School District and works collaboratively with the Nevada County and Placer County First Five Programs and other community agencies to ensure that children and families in Truckee are prepared to succeed in Kindergarten and beyond. The overarching goal is to support the development of the whole child within the context of a healthy family and supportive community. Elements of the project include: early care and education, parenting and family support, health and social services, and school readiness.

Essential Functions

- Develops training and support materials (e.g. articles, handouts, videos, web-based documents, needs assessments. etc.) for the purpose of providing a variety of presentation mediums for trainings for parents, educational staff and community members
- Collaborates with the Tahoe Truckee Unified School District Adult Education Program and community Family Resource Centers to design and implement high quality parent education that supports literacy and school readiness
- Assists in making the Truckee and Kings Beach Family Room programs on the Truckee Elementary and Kings Beach Elementary campuses a hub for parent education and enrichment programing for our youngest scholars
- Serves as a liaison between the school district and community programs that support educational and social emotional growth opportunities for children ages birth through five
- Utilizes communication strategies to reach families with young children including email, websites, social media and other key outreach sites
- Organizes opportunities for collaboration between preschool and kindergarten teaching staff to support a continuum of services that promote school readiness and social emotional development
- Manages budgets, collects data and completes reports in accordance with grant contract obligations
- Promotes literacy and social emotional development through media outreach, events, workshops and other activities that support school readiness in the classroom, home and community
- Represents the Tahoe Truckee Unified School District at organizational meetings that support programs for children ages birth through five
- Other Job related duties as Assigned

Job Requirements & Skills

SKILLS are required to facilitate effective meetings; prepare and provide training and presentations to various audiences; provide coaching and support to staff to advance skills; lead efforts to secure grant funding; work well with people to establish and maintain effective working relationships; apply knowledge of child development in a variety of settings.

KNOWLEDGE is required to promote best practices in Early Learning Education; evaluate programs and services that promote social emotional development, literacy and school readiness.

ABILITY is required to function as a positive, contributing member of an effective team; set high achievable standards; organize tasks and prioritize assignments independently; develop and manage budgets, interpret data, do grassroots community organizing; motivate individuals and support strong connections with diverse populations.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Five years progressively responsible experience in Early Childhood Development or related field

Certificates & Licenses:

Valid Driver's License

Education:

Any combination of experience and education equivalent to Graduation from an accredited college or university with a major in Child Development or a closely related field

Clearances:

DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision:

Executive Director of Student Services

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade:

Range 103 B Classified Management

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year:

227 Days