

**MANAGEMENT JOB DESCRIPTION**

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**COORDINATOR OF KIDCO**

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**JOB SUMMARY:**

Under the supervision of the Executive Director for Student, Family, and Community Services, coordinates instructional programs and related services for primary students. The Coordinator is responsible for administrative support, student placements, classroom services, professional development, and day-to-day compliance with regulations pertaining to KIDCO.

**ESSENTIAL JOB FUNCTIONS:**

- Develops instructional programs, coordinates curricular resources, and evaluates the effectiveness of instruction.
- Ensures appropriate KIDCO environment and supports learning and development goals for all children.
- Designs and implements a comprehensive professional development program for classified KIDCO staff.
- Assists KIDCO personnel in implementing and coordinating the KIDCO program.
- Manages an annual budget.
- Conducts program evaluation.
- Establishes linkages with community agencies to enhance services.
- Coordinates a parental involvement program.
- Monitors curriculum, materials, and instructional methodology.
- Serves as a resource in the identification, selection, and use of instructional materials.
- Identifies special needs of children and families.
- Attends meetings, conferences, and professional development training.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

**Credential:**

- Administrative Services Credential desirable.
- Pupil Personnel Services Credential.

**Minimum Qualifications:**

- A minimum of three years experience in an administrative role, including budget management and supervisory experience. Strong instructional background with experience in staff development. Knowledge of developmentally appropriate curricular and instructional needs of young children. Successful experience in working with parents of young children.
- Knowledge of state laws and regulations impacting child development programs.
- Knowledge of State of California education standards.

**Education:**

- Bachelor's Degree.
- Master's Degree desirable.

**Personal Qualities:**

- Capacity to manage multiple projects simultaneously in a fast-paced environment, balancing day-to-day operations with special projects.
- Problem-solving skills and a management style that considers multiple approaches to challenges.
- Competency using standard office software applications.

*Management Salary Schedule: Range I*

*BOARD APPROVED: 7/20/10*

*REVISION DATES:*