

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRESCHOOL COORDINATOR

BASIC FUNCTION:

Under the direction of Director of Elementary Education or designee, the Preschool Coordinator supports the planning, coordination, and implementation of the District's preschool programs and services. The position assists in aligning curriculum and instructional practices to early learning standards, provides logistical and technical support to staff, and fosters engagement with families and community agencies. The Preschool Coordinator ensures that services comply with applicable regulations and promotes developmentally appropriate practices that support school readiness and inclusive early learning environments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist with the coordination of preschool operations and services in accordance with applicable federal, state, and local regulations and early childhood program requirements.

Support preschool classroom staff with implementing developmentally appropriate curriculum aligned to recognized early learning standards and best practices in early childhood education.

Coordinate program logistics, such as schedules, materials, and staff communication to ensure effective daily operations.

Assist in collecting and analyzing student assessment data to support instructional planning and program improvement.

Prepare, organize, and submit required reports and documentation for compliance with grant and program requirements.

Serve as a liaison among program staff, families, and school sites to coordinate services and promote family engagement.

Maintain accurate records related to student enrollment, attendance, and program compliance.

Collaborate with internal departments (e.g., Special Education, Student Services) and external agencies to facilitate referrals and services.

OTHER DUTIES:

Assist with outreach efforts to connect families to preschool programs and available community resources.

Support professional development activities by assisting with training logistics, materials, and follow-up communications.

Assist in coordinating services and supports for preschool students with IEPs in collaboration with

special education staff.

Participate in meetings and trainings related to early childhood education and Universal Pre-K implementation.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of child development and early childhood education.

California Preschool Learning Foundations and Curriculum Framework.

Applicable federal, state, and local regulations and requirements related to early childhood education programs.

Record-keeping and reporting practices.

Effective oral and written communication techniques.

Community resources and services for children and families.

Basic data analysis and reporting methods.

ABILITY TO:

Support the implementation of preschool program goals and objectives.

Coordinate tasks and maintain documentation for compliance purposes.

Communicate effectively with diverse stakeholders.

Prioritize assignments and meet deadlines.

Work independently and as part of a team.

Operate a computer and assigned software.

Travel to multiple school sites and community meetings.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through a bachelor's degree in early childhood education, child development, or a related field and two years of experience working in a preschool or early childhood education program, preferably within a public school or community-based setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of or eligibility for a California Child Development Site Supervisor Permit (or higher) preferred.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office, classroom, and outdoor preschool environments.

Driving a vehicle to conduct work.

Occasional evening or weekend hours for family events or outreach.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods.

Hearing and speaking to exchange information.

Seeing to read reports and materials.

Light lifting and physical interaction with preschool materials and environments.