

**MANAGEMENT JOB DESCRIPTION**

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**COORDINATOR OF STUDENT, FAMILY, AND  
COMMUNITY SERVICES**

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**JOB SUMMARY:**

Under the supervision of the Executive Director of Student, Family and Community Services, coordinates instructional programs and related services for preschool students and their families. The Coordinator is responsible for administrative and parental support, student placements, classroom instruction, professional development, and day-to-day compliance with Title 5 and other regulations pertaining to Child Development Programs and other early childhood projects.

**ESSENTIAL JOB FUNCTIONS:**

- Develops instructional programs, coordinates curricular resources, and evaluates the effectiveness of instruction.
- Ensures the preschool environment and supports learning and development goals for all children.
- Designs and implements a comprehensive professional development program for certificated and classified preschool staff.
- Assists preschool personnel in implementing and coordinating classroom instruction.
- Supervises and evaluates certificated and classified staff, as appropriate.
- Manages an annual budget of approximately \$2.5 million.
- Conducts program evaluation.
- Collaborates with the Federal Preschool to promote inclusive practices.
- Establishes linkages with community agencies to enhance preschool services.
- Coordinates a multifaceted 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

**Minimum Qualifications:**

- A minimum of three years experience in an administrative role, including budget management and supervisory experience. Extensive experience in the field of early childhood education. Strong instructional background with experience in staff development and early literacy training. Knowledge of developmentally appropriate curricular and instructional needs of young children. Experience in the field of special education desirable. Successful experience in working with parents of young children.

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- 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.
- Bilingual in English and Spanish highly desirable.

*Management Salary Schedule: Range I*  
**BOARD APPROVED:** 8/21/07