ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Title:	Coordinator- Early Childhood Education	Reports To:	Director of Elementary Education or Designee	
Department:	Educational Services	Bargaining Unit:	☐ CSEA 860 ☐ CSEA 27 ☐ AEA	☒ Management ☐ Confidential ☐ Unrepresented
		No. of Work Days:	225	
FLSA Classification:	☒ Exempt ☐ Non Exempt	Type:	☐ Reclassification ☐ Update of job description ☒ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☒ Administrative/Supervisory ☐ Confidential		☐ Licensed ☐ Unrepresented ☐ CSEA 27 – Range XX ☐ CSEA 860	

DEFINITION

Under general supervision, the Coordinator of Early Childhood Education will plan, organize, control and direct programs to: ensure that children are ready to enter kindergarten as measured by the state's readiness standards; provide efficient and effective child care and development system, as determined by community needs, offering a full range of services in a safe, healthful and nurturing environment; complement the elementary program academically in the school age Child Development Center program by targeting the standards by grade level that have most leverage; and engage, educate and support parents in their role as advocates for their children in the public school system.

SUPERVISION RECEIVED AND EXERCISED

Classified and certificated staff on site.

ESSENTIAL FUNCTIONS

These duties reflect the principle job elements and are not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Plan, organize, control and direct programs to: ensure that children are ready to enter kindergarten as measured by the state's readiness standards; provide efficient and effective child care and development system, as determined by community needs, offering a full range of services in a safe, healthful and nurturing environment; complement the elementary program academically in the school age Child Development Center program by targeting the standards by grade level that have most leverage; and engage, educate and support parents in their role as advocates for their children in the public school system.
- Oversee the development and implementation of developmentally appropriate curriculum.
- Oversee the development and implementation of professional development for all staff.
- Oversee the implementation, maintenance and use of a web-based standalone student information system.

- Oversee a center-based enrollment center.
- Develop, prepare and manage annual budgets for the California General Child Care (CCTR) and the California State Preschool (CPRE) programs; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; utilize computer spreadsheet software programs.
- Supervise and evaluate the performance of program staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff.
- Oversee school year and year round programs at multiple stand alone or co-located sites.
- Establish partnerships and work in collaboration with teacher education programs at institutions of higher education.
- Oversee ECE Special Education to serve special education students in a continuum of programs..
- Work cooperatively with Human Resources in the recruitment, development, interviewing, selection, assignment, transfer, and separation of early childhood education personnel.
- Oversee ECE Child Find, initial evaluation, and implementation of IFSPs and IEPs.
- Manage contracts with vendors and with the District.
- Manage funding streams and grants that are all external to the District.
- Develop and prepare all State and Federal reports including enrollment and attendance, assessment and confirmation of family eligibility, desired results profiles, program self-evaluations, California Community Care Licensing, etc.
- Work with a wide variety of organizations and agencies associated with early childhood development and education.
- Seek out alternative funding sources through grants and other sources.
- Responsible for licensing of individual sites.
- Implement human resources procedures not provided by the district such as permit monitoring, staffing, labor related issues, development of Board resolutions and development of staff handbooks.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- School district operations and procedures
- Principles of organization and management
- Laws, rules, and regulations governing early childhood education and early childhood development programs
- Basic elements involved in implementing programs related to early childhood education students
- Budget development, maintenance, and evaluation
- Funding systems and resources, including grant writing
- Effective employee supervision and evaluation procedures and techniques

Ability to:

- Exhibit the qualities of leadership essential to the successful administration of a comprehensive program of early childhood education and childhood development.
- Speak and write effectively.
- Work effectively with all segments of the educational community and general public.
- Analyze problems, make decisions or recommendations, and be responsible for those decisions.
- Rapidly assimilate the facts, conditions, and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.

- Design and implement procedures.
- Supervise and direct a large staff or department.
- Translate Board and district policy to various employees, individuals and groups.
- Manage time and priorities effectively.
- Plan, organize, coordinate, and direct a variety of complex operations within a large school district.

Education and Experience:
Any combination of education, training and/or experience equivalent to:

Required:
- Bachelor's degree and five years teaching experience or experience in pupil personnel services with at least two years of progressively responsible management experience.
- Experience working with a variety of agencies and other community resources involved with students and families preferred.

Licenses and Certifications:
- Valid California Administrative Services Credential
- Valid California Child Development Program Director Permit
- Valid California Driver's License
- Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance.

PYSICAL DEMANDS
Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**I**		Lift/carry 0-10 lbs	**F**
Twist	**O**		Lift/carry 11-25 lbs	**I**
Squat	**I**		Lift/carry 26-40 lbs	**O**
Kneel	**I**		Lift/carry 41-100 lbs	**N**
Climb	**O**		Stand	**F**
Reach above shoulder	**I**		Walk	**F**
Grip/Grasp	**F**		Sit	**F**
Extend/Flex Neck	**O**		Drive	**O**
Use Dominant Hand	**F**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**O**		Keyboarding/Mouse Work	**F**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work outdoors and are exposed to dust, fumes, allergens, vermin, parasites, or insects.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.