LAKE ELSINORE UNIFIED SCHOOL DISTRICT
CFS Coordinator

TITLE:	CFS Coordinator	**REPORTS TO**:	Director II Student Support Services
DEPARTMENT:	Children and Family Services	**CLASSIFICATION:**	Cert/Class MGMT
SALARY RANGE:	Cert/Class MGMT Salary Schedule	**ADOPTED:**	October 8, 2020

PURPOSE STATEMENT: Under the direction of the Director II of Student Support Services, this position is responsible for planning, directing and supervising early childhood programs including intervention and preventative mental health programs, with a focus on children 0 to 5 years of age and their families. This position will supervise and evaluate assigned staff and perform related work as assigned

REPRESENTATIVE DUTIES: Supervision of the Children and Family Services Department, Coordination of the processes and policies for the LEUSD General Education Early Childhood programs and the LEUSD Before/After School Childcare programs, Lead for Multi-Tiered Systems of Support (MTSS) for the State Preschool and Head Start programs, Supervision of the areas of Disabilities and Mental Health, Oversight of the Internal Management System for the Head Start Program and Leadership and Program Governance, and oversight of writing, revising, and adopting policies and procedures for the early childhood programs in the Lake Elsinore Unified School District. This position will work closely with LEUSD Personnel Support Services to maintain Human Resources in CFS, as well as, report Personnel issues to their supervisor and the Head Start Parent Policy Committee; participate in LEUSD CFS Preschool Teachers Management Negotiations Team; facilitate effective stewardship in the Fiscal Management of all program budgets; work closely with the Facilitator (s) and Education Specialists to plan for Continuous Program Quality Improvement with the proper use of evaluation using the most current data available; analyze and compile information for the Community Self-Assessment annually; work closely with the Director of Elementary Curriculum and Instruction to develop and the implement the TK/Kindergarten School Readiness Camp annually; and attends various advisory boards such as the African American Parent Advisory Committee (AAPAC); Temecula Valley Assistance League (TVAL); and Vista Community Clinic.

ESSENTIAL POSITION FUNCTIONS:
The Coordinator of Preschool provides district-wide support in the following areas:

- Assumes full responsibility for day-to-day operations of an early childhood and Before/After school programs, providing direction and guidance to assigned program staff (E);
- Plans and coordinates an early intervention and preventative mental health program that compliments the age appropriate developmental and educational goals of participants (E);
- Confers with early intervention and preventative mental health program personnel and other stakeholders to develop and coordinate strategies for children with special needs (E);
- Supervises and maintains a safe and healthy learning environment; Communicates with parents and staff concerning program activities (E);
- Promotes positive community relations and explains program goals, objectives and methods to parents/public (E);
- Attends orientations, in-service training, educational programs, conferences and workshops as required (E);
- Performs a variety of personnel supervisory functions including assisting in employee selection, training, evaluation, and scheduling (E);
- Analyzes statistical data for evaluation progress and developmental status of program for Continuous Program Quality Improvement; Maintains the confidentiality of information of personnel and/or District functions (E);

- Reports suspected child abuse and communicable diseases to coordinator and appropriate agencies (E);
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction (E);
- Works collaboratively with the Superintendent, Governing Board, Cabinet, District Office Staff members, principals, faculty, staff, and parents utilizing courtesy, tact, and diplomacy; Establishes and maintains effective and cooperative working relationships in performance of duties (E)
- Establishes a communication network with other District/County-wide pre-school coordinators; Demonstrates a high visibility throughout the site and District, as well as strong, collaborative interpersonal skills (E);
- Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations;
- Responsible for monitoring the program, site budgets, and expenditures; Prepares federal, state, and locally required reports (E);
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual staff members with leadership potential (E);
- Delegates functions and responsibilities to qualified assistants (if applicable) in such manner that the total program operates effectively and provides professional development for personnel (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action (E);
- Develops a monthly report to the Governing Board and Head Start Parent Policy Committee; Interprets, revises, and develops policies and procedures;
- Participates in early intervention and preventative mental health programs; Discusses physical and emotional developmental progress; Collaborates with parents and mental health professionals on setting individual participant developmental goals;
- Seeks grants and other fiscal improvement opportunities to purchase necessary equipment to maintain high quality programs; Participates in the planning, organization and implementation of the Quality Start Riverside County; Attends and participates in Governing Board, budget advisory, and other meetings as required;
- Perform other related duties as assigned

Minimum Required Qualifications:

1. Education/Experience: Master's Degree in Early Childhood Education or a comparable field of study. A current Directors Permit or ability to obtain one within one year of being hired. Minimum three (3) years successful supervisory experience in preschool; A typical qualifying background would include: a minimum of at least (5) five years prior work responsible experience working with children ages 0 to 5 and their families in a structured setting. Ability and desire to use and evaluate current effective program practices, program development implementation and evaluation. Maintain compliance with all Federal and State guidelines.
2. Must possess and maintain a valid California Driver's License. Must be insurable under the District's standard insurance market rates and maintain insurability during the course of employment.; Minimum of five (5) years prior work experience with children ages 0 to 5 years of age and their families in a structured setting;
3. Knowledge of: Practical learning and developmental patterns and behavior of infants, toddlers, and preschool children; Program management and recordkeeping techniques; Child guidance techniques; General needs and behavior of children;

Correct English usage, grammar, spelling, punctuation and vocabulary; Health and safety guidelines and regulations; Basic CPR/First Aid; Strong skills in the areas of communication and interpersonal skills; Modern technology and office procedures, methods of print, audio, video, and multimedia presentations for Distance Learning and Training of Staff; Computer equipment, and computer software application necessary to perform required duties; Understanding of the importance of treating individuals with dignity and respect; Comprehensive knowledge of applicable law, regulations, and procedures; District organization, operations, policies, and objectives; Correct English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics; Oral and written communication skills; Telephone techniques and etiquette; Outstanding public relations techniques; and Collective Bargaining Agreements.

4. Ability to: Use and evaluate current effective program practices, program development implementation and evaluation; Work effectively in a dynamic environment characterized by multiple priorities; Work as a member of a multidisciplinary team in an educational environment; Edit and prepare clear, complete, and concise reports, policy statements, and other written materials; Produce effective, meaningful written communications; Determine and retain privileged communications; Utilize a variety of computer applications, with the ability to quickly master new applications; Operate a computer terminal and audio-visual equipment; Plan, organize, and prioritize work to meet multiple schedules and deadlines while managing tasks simultaneously; Work independently and under pressure; Understand, analyze, and prepare comprehensive narrative and statistical reports; Establish and maintain effective/cooperative working relationships with District staff, community members, and business contacts; Supervise and evaluate the performance of assigned staff;
5. Licenses/Testing: Valid Child Development Program Director Permit or the ability to obtain within one year of being hired; Valid CPR/First Aid card for infants and children; Valid CA Driver's License and evidence of insurability; Department of Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results

Ability to:

- Work independently with little direction; Maintain professional and positive relationships
- Operate a computer and job-related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable early childhood related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze, interpret data, and problem solve
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication

- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations

Salary/Work Year:
Commensurate to the LEUSD Certificated and/or Classified Management Schedule

Supervision:
Director II of Student Support Services