



Job Description

POSITION TITLE: **Coordinator II, Contracts and Compliance** **JD#6369**
Early Childhood Education (ECE)
Professional Learning and Support

SALARY PLACEMENT: **Management Salary Schedule**
Range 12

SUMMARY OF POSITION:

Under the general direction of the Early Education and Support Division (EESD) Director/Early Childhood Education Director, the Coordinator II, Contracts and Compliance, oversees the administration and compliance of state and federally funded childcare contracts for the San Joaquin County Office of Education. The position ensures adherence to contract requirements, enrollment and eligibility regulations, fiscal monitoring in coordination, and audit readiness to maintain program integrity and funding stability.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's Degree or comparable combination of experience, education, and training in an educational setting or related fields may be considered.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience maintaining child and family eligibility, enrollment, attendance, and compliance data for state or federally funded childcare programs. Experience working in early education within a school district, county office of education, or community-based organization with responsibility for contract compliance and reporting. Five years of experience in program administration, data systems, or contract oversight, including at least three years in an educational or publicly funded program setting. Experience with California childcare reporting systems, data analysis tools, and relational databases used for regulatory and fiscal reporting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- state and federally funded childcare contract requirements, including eligibility, enrollment, attendance, and reimbursement regulations, and student records management associated with registration and enrollment
- data systems used for childcare reporting, compliance tracking, and reimbursement
- contract monitoring practices, fiscal oversight principles, and audit preparation procedures

Ability to:

- supervise, evaluate, and train staff
- operate a computer and relevant software
- be flexible based on program needs
- create and follow policies and procedures

- monitor contract earnings and expenditures in for surveys and reports
- compile, analyze, and generate required state and internal reports
- adapt to changing regulations, funding requirements, and program needs

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning the program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for the program.
12. Oversee and manage budgets.
13. Develop, implement, and monitor policies and procedures to ensure compliance with state and federally funded childcare contracts administered through the SJCOE, including adherence to applicable Education Code, Management Bulletins, and funding terms and conditions.
14. Provide leadership, guidance, and technical assistance to program managers, site administrators, and subcontracted agencies to ensure accurate enrollment, eligibility determination, attendance reporting, and contract performance in accordance with state requirements.
15. Analyze and present contract performance data, fiscal trends, and compliance findings to executive leadership to support strategic planning, funding stability, and continuous improvement.
16. Oversee the preparation, review, and timely submission of required state reports, including enrollment, attendance, and fiscal, in coordination with fiscal services and program leadership.
17. Participate in compliance monitoring of EESD-operated programs and subcontractors to ensure adherence to contract requirements, fiscal accountability standards, enrollment caps, and reporting deadlines.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull, and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, SJCOE and school district staff, outside agency staff, and the public.

6/17/2026 final sc