



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** **Coordinator II, Community Supports** **JD#6370**  
**Early Childhood Education (ECE)**  
**Professional Learning and Support**

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

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### **SUMMARY OF POSITION:**

Under the direction of the Director of Early Childhood Education, the Coordinator II provides leadership, coordination, and oversight of community-based meetings, programs, and commissions that support Early Childhood Education. The Coordinator II also serves as a liaison with agencies that support children ages 0-18, school district staff who manage and implement early childhood programs, state preschool programs, and collaborates with public and private agencies involved in early childhood services to coordinate efforts across San Joaquin County.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Child Development/Early Childhood Education or a related field, or demonstrate equivalent experience working with educational agencies, school districts, colleges, and the community. Possess a Site Supervisor, or Program Director Child Development Permit and/or equivalent experience that demonstrates expertise in working with Early Childhood Education programs, organizations, and/or the business community.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree in Child Development/Early Childhood Education or a related field. Two years of work experience teaching or directing a preschool, childcare center, or agencies involved with early childhood services. Experience in program evaluation and data collection. Three to five years of primary education classroom experience (K-3).

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- childcare requirements, including the Child Development Permit Matrix, and Titles 5 and 22

Ability to:

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

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.

Possess a California Multiple Subject Teaching Credential, Site Supervisor, or Program Director Child Development Permit and/or equivalent experience that demonstrates expertise in working with Early Childhood Education programs, organizations, and/or the business community.

**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 program and staff.
3. Supervise, train, and evaluate assigned staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences to present materials and information concerning department programs, services, operations, and activities; represent 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 program budgets.
13. Assist in identifying community-based programs for participation in county and statewide initiatives
14. Research funding sources for community-based programs in support of early childhood education
15. Serve as a resource and liaison to provide information and clarification to SJCOE staff, districts, and external agencies.
16. Develop, maintain, and evaluate program procedures and operational processes.
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 and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.