



Job Description

POSITION TITLE:	Coordinator II, School Readiness	#6213
	Early Education and Support/Head Start San Joaquin	
	Professional Learning and Support	

SALARY PLACEMENT:	Management Salary Schedule
	Range 12

SUMMARY OF POSITION:

Under the direction of the Division Director, Early Education and Support (EESD) and the Head Start San Joaquin (HSSJ) Director, the Head Start San Joaquin School Readiness Coordinator will manage and coordinate the educational component of the Head Start/Early Head Start program. This position will provide leadership; plan, organize, and implement high quality professional development trainings; coordinate and conduct monitoring activities; serve as a coach/mentor and resource to early educators; collaborate with department staff, school districts and community agencies for the purpose of improving quality in San Joaquin County early education programs. In addition, this position will collaborate with the SJCOE EESD Quality Rating and Improvement System program and California Preschool Instructional Network (CPIN) to provide quality services related to school readiness and transition to Transitional Kindergarten/Kindergarten.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree in Early Childhood Education, Child Development or related field. Possess or be eligible for Child Development Permit at the Site Supervisor or Program Director Level.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years teaching experience in an early education setting. Master's Degree in Early Childhood Education, Child Development or related field. Possess a valid California Teaching Credential and/or a valid California Administrative Services Credential. Three years of administrative experience in an educational setting. Knowledge of quality indicators and tools commonly utilized to measure quality in early education settings. Three years of experience related to coaching, mentoring and implementing best practice in early education settings.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer;
- supervise, train and evaluate staff;
- create and follow policies and procedures;
- be flexible based on program needs;
- work well with people in numerous settings;

Knowledge of:

- program evaluation and data collection;
- assigned software;
- Title 5 and Title 22 Regulations; the California Quality Improvement System Quality Continuum Framework Rating Matrix and Pathways; the California Preschool Learning Foundations, Preschool English Learner Guide; and Curriculum Frameworks; Desired Results Developmental Profile; Environment Rating Scales; and Classroom Assessment Scoring System; and Head Start Performance Standards;

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;
- excellent reading, writing and communication skills; exceptional organizational, analytical and analysis skills;

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 and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material 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 interprets 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 adopts 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 program.
12. Oversee and manage budgets.
13. Develop and maintain continuous quality improvement standards as required by the California Department of Education.
14. Monitor the quality of programs implementing Head Start/Early Head Start services through site visits, observation and ratings; provide technical support and assistance as based on data and feedback; support the development and implementation of quality improvement plans; input data and analyze for planning supportive services and trainings.
15. Participate in San Joaquin *Raising Quality!* Consortium meetings and provide relevant information as needed.
16. Work with department staff and partner agencies to implement and refine Head Start/Early Head Start services.
17. Develop and provide high quality professional trainings based on research, tools utilized to measure quality and best practice as related to quality programs.
18. Collaborate with SJCOE CPIN Regional and English Learner Leads and SJCOE QRIS Coordinator to maximize services and minimize duplication of efforts.
19. 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.

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