

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Readiness Programs Administrator

DEPARTMENT: Educational Services

POSITION SUMMARY:

Under the direction of the Director of ELOP and School Readiness, or his/her designee, the School Readiness Programs Administrator will manage the oversight of the District's School Readiness Program and other Early Childhood Education programs including preschool and Transitional Kindergarten. The School Readiness Programs Administrator facilitates, implements, and evaluates school readiness and preschool programs that reflect the shared vision of the District.

ESSENTIAL FUNCTIONS:

1. Builds relationships and maintains communication with outside agencies throughout the county.
2. Serves as a liaison with the following groups: parents of children 0-5 living within the District, the District's early care and education and TK-3 programs, site principals, other early care and education programs operating within District boundaries.
3. Represents the District in the area of School Readiness in cooperative relationships with community members, community agencies, TK-12 level District committees and councils, and personnel in other organizational units and offices.
4. Prepares and reviews program, budgets, and staffing plans to assure conformance with local, state, and federal guidelines for all related programs; maintains current knowledge of laws, legislations, and guidelines affecting early care and education.
5. Provides leadership to staff in determining objectives and identifying program needs as a basis for developing both short-term and long-term plans.
6. Hires, supervises, and evaluates program staff in accordance with the District's adopted uniform guidelines for evaluation and assessment; recommends appropriate action in cases of substandard performance; and identifies and encourages individual teachers with leadership potential.
7. Develops, coordinates, and conducts in-service trainings and staff development.
8. Develops, coordinates, and conducts staff meetings, including articulation meetings, between pre-kindergarten staff, Transitional Kindergarten staff, and the District's primary teachers.
9. Develops, implements, and coordinates the District's transition programs, including Kindergarten Bridge Program and Countdown to Kindergarten, for children, parents/families, and early care and education providers.
10. Identifies and provides support to early care and education providers, parents, and children 0 - 5 to ensure that children enter school with the skills and resources necessary to access the education program.
11. Supports state-adopted pre-kindergarten guidelines and/or standards.
12. Attends workshops, conferences, and meetings related to school readiness topics including District or other management team meetings as appropriate.
13. Plans, coordinates, and facilitates an advisory committee that plans for continuous evaluation, modification and improvement of the school readiness services provided by the District.
14. Completes required reports and maintains records as required.
15. Seeks out additional grant funding sources to ensure sustainability of the program.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

A valid California Administrative Services credential is required. Child Development Program Director Permit or the ability to obtain one is required; Master's Degree is preferred. Three years' experience as a Preschool teacher, knowledge of preschool curriculum and preschool foundations is required. A valid California Driver's License is required, and bilingual in Spanish is preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of CDE State Pre-Kindergarten learning and Development Guidelines, early childhood education theory, developmentally appropriate practices, and literacy developments.
2. Strong working knowledge of the California TK-12 educational system.
3. Ability to collaborate with special needs families.
4. Knowledge of school and grant funding.
5. Knowledge of bilingual educational methods and the particular needs of English language learners.
6. Ability to maintain cooperative relationships with those contacted in the course of work.
7. Ability to plan and carry out events involving parents and preschool children.
8. Ability to access community resources.
9. Ability to use principles of supervision, training, and program administration.
10. Ability to communicate effectively, both orally and in writing.
11. Knowledge and ability to provide effective program assessments and evaluations.
12. Ability to relate well to students, staff, parents and others; ability to communicate clearly and succinctly and to interact with diverse cultures.
13. Ability to plan, organize, develop, schedule, and coordinate the activities of a broad range of programs and special services related to school readiness.
14. Ability to analyze program activities and implement procedures that will improve school readiness services.
15. Ability to ensure that programs and activities are carried out in compliance with state and federal requirements.
16. Ability to prepare comprehensive reports and maintain records.
17. Ability to make effective public presentations of program information.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Enter data/information into a computer terminal and operate standard office equipment for extended periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Hear and understand at normal levels and on the telephone with or without hearing aids.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 45 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a standard office and/or classroom or other preschool environments, and come in direct contact with District staff, both public and private pre-school staff, students, parents, and other community members. In addition, the School Readiness Programs Administrator will attend and/or present late evening and/or weekend School Readiness events/meetings. The School Readiness Programs Administrator must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other preschool and Transitional Kindergarten related activities and events.

SALARY: Leadership/Management Salary Schedule Range 49

DAYS OF SERVICE: 215

Board Approved: 9.13.16

Revised: 6.25.24

9.22.26