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<b>Position:</b>	Coordinator, Preschool Programs	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Child Development	<b>Salary Grade:</b>	Appropriate Placement
<b>Reports to/Evaluated by:</b>	Director, Child Development	<b>Salary Schedule:</b>	Administrative Management

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**SUMMARY**

To develop and maintain a delivery system that establishes and transmits services to ensure that each child obtains maximum benefit from the early childhood and extended day educational programs.

**NATURE AND SCOPE**

Assists in the development, supervision and coordination of Child Development programs in the District. Reports directly to the Director, Child Development.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Develops and maintains a current strategic plan for the Preschool Enrichment Programs with an emphasis on preparing students to be academically, socially, and emotionally ready for kindergarten.
- Manages and coordinates overall program activities.
- Ensures programmatic and fiscal compliance with the State Department of Education’s funding terms and conditions and Department of Social Services – Community Care Licensing Title 22 regulations.
- Submits documentation and maintains communication with State and local agencies regarding funding and program operations.
- Completes assessments, surveys, and evaluations to determine program goals and aims for the continuous improvement process.
- Serves as a District resource regarding early childhood education and extended day program content, curriculum standards and staff development.
- Coordinate District resources to provide early intervention.
- Develops parent education and information systems to enhance effective parent school partnerships.
- Develops communications and associations with professional and community based resource organizations.
- Develops and implements marketing strategies.
- Increases department revenue through applications and grants for special funding and interfacing with existing District and community resources.

- Supervises and evaluates the work of Child Development personnel.
- Coordinates the screening and hiring of new employees, including assessing qualifications.
- Coordinates the annual inventory and ordering process including furniture, materials and supplies.
- Acts as a liaison with school site administrators to insure program continuity.
- Annually assesses the need for additional facilities and improvements.
- Administrates the process for establishing Standard Operating Procedures within the Child Development Department.
- Performs and assists with other tasks and assumes responsibilities as the Director of Child Development may from time to time assign or delegate.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of laws, policies and regulations pertaining to Child Development programs. A thorough knowledge of Child Development and developmentally appropriate practices. Requires knowledge of organizational principles and practices. Must possess a working knowledge of Early Childhood Education.

**Abilities:** Requires ability to supervise and evaluate the work of subordinate personnel. Must be able to speak and write effectively. Position requires the ability to establish and maintain effective relationships with staff, students, parents, and the public contacted in performance of duties.

**Physical Abilities:** Requires arm, hand, and finger dexterity to operate keyboard and other office equipment.

**Education and Experience:** A Bachelor's Degree is required. A Master's Degree in Child Development, Early Child Education, or a related field is preferred. Experience in coordinating and developing early childhood and extended day education programs preferred. Must have demonstrated leadership qualities and potential through participation at a school-level or multi-site administrative or supervisory position.

**Licenses and Certificates:** Must hold—a valid Administrative Services Credential that includes preschool authorization and/or CDE Child Development Program Director Permit or Site Supervisor Permit. Requires a valid California Driver's License.

**Working Conditions:** Work will be performed primarily indoors but may work outdoors while visiting various school sites.