

COORDINATOR – EARLY CHILDHOOD PROGRAMS (GRANT FUNDED)

Purpose Statement:

Under the direction of the Assistant Superintendent of Educational Services, serves as the educational leader for all Early Childhood Programs, funded by grant funds and based on grant allocations.

Essential Functions:

- Provides leadership in the development, implementation, and evaluation of educational preschool programs.
- Conducts ongoing needs assessment and provides leadership to determine short and long-term goals of the preschool programs.
- Evaluates all assigned personnel as required in collective bargaining agreement.
- Interviews and selects new staff.
- Organizes and implements staff development for preschool staff.
- Provides staff development for Preschool agencies in National City including the SST and Formal Transition Process.
- Recruits students through an active outreach program.
- Collaborates with outside agencies and District Health Team to provide parent education, social and health services to preschool families.
- Monitors state and licensing guidelines for all programs.
- Oversees program enrollment.
- Completes and submits all monthly, quarterly, and annual attendance reports as required by the California Department of Education and First 5 Commission.
- Completes and submits annual program applications for state preschool funding.
- Completes Preschool For All (PFA) monthly, quarterly and annual reports.
- Completes School Readiness monthly, quarterly, and annual reports.
- Completes annual program reviews.
- Submits applications for grants and awards that will build program quality.
- Monitors and evaluates grant outcomes.
- Administers State Preschool, PFA and School Readiness budgets.
- Attends monthly program related meetings which include, but are not limited to:
 - Preschool, PFA and School Readiness staff meetings
 - Parent Education meetings
 - DAC, Preschool Advisory meetings
 - District Leadership meetings
 - County Child Development Division Program directors' meetings
 - School Readiness Advisory Committee meetings
 - School Readiness Evaluation meetings
 - PFA meetings

Other Functions:

- Perform related duties as assigned.

Job Requirements – Minimum Qualifications

- Experience Required: Administrative experience overseeing early childhood programs.
- Experience Required: Administrative experience with Special Education Part C & B IDEA.

Knowledge and/or Abilities Required:

Knowledge of appropriate early childhood learning theory and application.

Knowledge of Special Education Part C & B IDEA

Abilities to establish and maintain cooperative and effective working relationships with adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; perform a variety of specialized and responsible tasks; ability to work flexible hours. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation, standing/walking for prolonged periods.

Education Required:

Master's Degree preferred.

Licenses, Certifications, Bonding and/or Testing Required

Appropriate Administrative Services Credential. Valid driver's license and proof of insurance. Criminal Justice Fingerprint Clearance.

Adopted: July 12, 2006

Revision approved: January 17, 2024