

ORANGE UNIFIED SCHOOL DISTRICT

**COORDINATOR, EARLY CHILDHOOD EDUCATION**

**DEFINITION**

Under direction, to plan, organize, coordinate, and supervise the operational functions of the Early Childhood Preschool Program; understand, perform, interpret and apply state and district guidelines: to plan, organize, develop, and maintain educational programming, curriculum and instruction offerings designed to meet the needs of the Early Childhood Preschool Program participants; to review, monitor, and audit Early Childhood Preschool Program staff functions and activities in maintaining a supportive and safe learning environment; and to do other related work as directed.

**DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise common to public school early childhood preschool education knowledge and skills. Responsible and directly related experience is required to perform problem analysis using widely prescribed principles and concepts. The position classification performs decision analysis processes and makes decisions of considerable consequence, requiring the application and interpretation of data, facts, procedures, and policies. The incumbent meets frequently with school administrators, teachers, resource staff, and parents to communicate information, data, and alternative problem solutions. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, providing oral information, and handling and working with care, instructional and health assessment materials and objects.

**ESSENTIAL DUTIES**

- Direct the coordination and integration of State and locally funded Early Childhood Preschool program;
- Develop and implement policies, procedures and protocols to comply with State and District regulations;
- Establish and oversee agency budget and funding applications;
- Plan, organize, and develop educational programs for preschool children to meet emotional, physical, social, and intellectual needs;
- Review, monitor and supervise the functions and activities of the Early Childhood Preschool staff to ensure that care and instructional standards are maintained and that instructional activities are well planned and structured;
- Analyze, evaluate, and recommend adaptations and revisions to operational standards and guidelines to ensure adherence to legal and policy mandates and regulations;
- Inspect, review, and monitor the facility, ground areas, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained;
- Confer with Early Childhood Preschool personnel regarding participant care and instructional objectives, and develop report processes to parents concerning child progress;
- Determine, approve and coordinate training required to develop highly skilled employees;

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- Plan, organize, and coordinate the performance of the Early Childhood Preschool personnel and maintain a positive, supportive and motivational environment;
- Plan, organize, and maintain a process that systematically receives participation fees to ensure compliance with operational guidelines, and appropriate financial record management;
- Perform a variety of personnel management functions, including assisting in the recruitment and selection process, evaluating, record management and time reporting;
- Plan, organize, and conduct a variety of public relations related activities, including the development of community information bulletins, newsletters, and in making presentations to various community groups concerning the Early Childhood Preschool Program philosophy, goals, and objectives;
- Collaborate with professional and community organizations to build formal partnerships that maximize agency services.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Extensive knowledge of state funded preschool funded program regulations, state licensing, current initiatives and early childhood trends;
- Reporting practices and requirements in areas related to early childhood education, social services, disabilities, health, mental health, and nutrition;
- Administrative responsibilities including budget, personnel, planning and record keeping.
- Methods, techniques, and strategies pertaining to the care and instruction of preschool children;
- Child growth and development principles and theories;
- Instructional goals and objectives related to early childhood education;
- Planning, organization, and management principles, strategies, techniques, and methods;
- Behavior management and shaping methods, strategies, and techniques;
- Educational materials, supplies, and equipment typically utilized in Early Childhood Preschool Program;
- Safe working methods and procedures.

#### **Ability to:**

- Understand, interpret and apply state and district guidelines;
- Communicate effectively orally and in writing;
- Manage and develop programs in accordance with State, District and local regulations;
- Prepare clear and concise and accurate reports, correspondence and other written materials;
- Organize, prioritize and coordinate projects to meet deadlines;
- Train, supervise and evaluate the work of employees;

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- Plan, organize, and supervise an effective and efficient instructional and training program for Early Childhood Preschool Program participants experiencing a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity;
- Effectively assess the educational needs of children, and design and supervise the implementation of appropriate and sound educational plans and activities;
- Plan, organize, and conduct operational procedures in an effective and efficient mode;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with other agency and district staff.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three years of progressively responsible experience in administration and/or program services with considerable program management, supervisory and early education administration.

#### Education:

Bachelor's degree from an accredited institution with major in Child Development, Early Childhood Education, or closely related field.

### **Certification Requirement**

Possession of a valid California Administrative Services Credential; Possession of a valid California Teaching Credential; Possession of Child Development Program Director Permit; Possession of an American Red Cross First Aid certificate, including CPR training.

### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.