MODESTO CITY SCHOOLS

Job Description

JC # 10020

COORDINATOR, EARLY CHILDHOOD EDUCATION

OVERALL RESPONSIBILITY

Under general supervision, develop curriculum and provide educational resources, training and technical assistance to early childhood education teachers and providers, and coordinate the education program with the District education program.

SPECIFIC RESPONSIBILITIES

1. Assist in monitoring and evaluating goals and objectives for early childhood education services and programs. *E*
2. Plan, coordinate and implement program self-assessments and action plans. *E*
3. Provide technical assistance to staff and providers in the development and implementation of educational goals for students. *E*
4. Provide technical assistance to staff and providers on designing and implementing a curriculum that will achieve educational goals. *E*
5. Align literacy and student achievement standards with those of the District's kindergarten program. *E*
6. Assess, develop and implement a staff development plan for all staff and providers. *E*
7. Provide technical assistance to staff and providers on designing and implementing an environment that promotes learning. *E*
8. Conduct classroom and child care home visits for the purpose of observing activities and providing on-site consultations to staff and providers. *E*
9. Select, supervise and evaluate child development staff. *E*
10. Create a welcoming environment for families, volunteers and the community. *E*
11. Ensure program operations are in compliance with District policy, state and federal regulations. Develop, recommend and implement approved policies and procedures for the program. *E*
12. Maintain current and acquire new knowledge of laws, regulations and requirements affecting assigned areas. *E*
13. Select, supervise and evaluate early childhood education teachers. *E*
14. Assist in the development of proposals to fund new programs. *E*
15. Effectively communicate and maintain cooperative relationships with those contacted in the course of work
16. Perform other related duties as assigned

WORK YEAR

Approved days as specified on the Management Salary

SALARY

Management Salary Schedule

COORDINATOR, EARLY CHILDHOOD EDUCATION (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of effective teaching strategies in a child development program.
- Knowledge of quality indicators for child development programs.
- Knowledge of and ability to apply District policies and state and federal laws.
- Ability to interpret and apply laws, rules and regulations as they apply to publicly funded child development programs.
- Ability to understand and implement complex oral and written instructions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling.
- Knowledge of and ability to use word processing and data base programs to develop and produce correspondence and reports.

Experience

Minimum Requirement:

- Two years successful full-time teaching experience in a child development program.

Desirable Qualification:

- Two years successful full-time supervision of child development programs.

Education

Minimum Requirements:

- Bachelor of Arts AND
- Children's Center Supervision Permit (also called Child Development Site Supervisor Permit) OR
- Teaching credential authorizing teaching service in elementary school or a single subject credential in home economics, and six units in administration/supervision of ECE/CD, 12 units of ECE/CD or at least two year's experience in an ECE/CD program.

Physical Characteristics

With or Without the Use of Aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal conversational speech on and off the telephone.
- Ability to speak in a voice that can be clearly heard on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.

REPORTS TO

Senior Director, Early Childhood Education or designee

Cabinet Approved: 3/21/19
Board Approved: 4/1/19