

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Child Development Programs	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0121	WORK YEAR:	12 Months
DEPARTMENT:	Child Development	SALARY:	Range 22 Salary Schedule B
REPORTS TO:	Director, Child Development	BOARD APPROVAL:	09-21-06
		HR APPROVAL:	01-19-11

BASIC FUNCTION:

Plan, organize, coordinate, and support the development and implementation of Child Development Programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide leadership to the Child Development Program staff, define and clarify educational objectives, and stimulate high levels of job performance; assist teachers in maintaining the optimum learning environment for preschool children. **E**

Provide direct assistance to teachers on curriculum, instruction, assessment, and classroom management to ensure that every child will have high quality experiences to ensure success in school. **E**

Ensure that teachers focus their instruction on building children's language and literacy skills to support reading readiness. **E**

Assign, train, supervise, evaluate, and hold accountable the performance and professionalism of assigned certificated and classified staff; directly supervise nurses and clerks when they are working in the center; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions. **E**

Coordinate and provide in-service growth opportunities for teaching personnel within the children's center; conduct demonstration lessons and focused observations; provide specific feedback to teachers. **E**

Develop and implement plans for control of student discipline and conduct; assist teachers with programs and problems relating to students and instruction; provide guidance to visiting central office staff regarding current problems and needs of the center. **E**

Identify and attempt to meet special needs of students, and initiate referrals as necessary; counsel with teachers, students, and parents, and provide other social services as required. **E**

Assist teachers in meeting federal/state standards and guidelines as required; maintain records, and prepare reports as required by program regulatory agencies. **E**

Ensure proper maintenance, operation, and safety in the center; obtain substitutes to serve in the absence of staff. **E**

Is directly involved in preparation of the annual Children's Centers Program budget, and is responsible for the control of center-budgeted funds; inventory and order supplies; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Work cooperatively with the host school principal and other district administrators in planning and implementing the educational programs of the center. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Attend meetings called by order of the Director of Child Development, Superintendent, or other administrator authorized to call meetings; serve on, as requested, school and district-wide committees and project teams; plan and conduct parent education meetings. **E**

Maintain center enrollment at or near maximum capacity and is responsible for registration and orientation for students and parents; may be required to supervise more than one site and/or other aspect of the Children's Center Program. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, parents, and community groups to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree with specialized course work in the area of child development and/or liberal studies, and three years experience teaching Early Childhood Programs, preferably working in Head Start, State, Title I, and/or Bilingual, and experience in staff training and leadership roles.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, provide personal automobile, and proof of insurance; possession of a teaching credential preferred; Children's Center Supervision Permit authorizing supervision of a single/multiple site child development program or an Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sound child development principles of early childhood education, Head Start performance standards, and/or State preschool standards.

Current research-based effective practices on child development teaching strategies, curriculum, and classroom management techniques.

Effective practices to support children with special needs.

Culture, life styles, educational, and social needs of ethnic minority students and children of poverty.

Licensing requirements.

Community resources and programs that serve at-risk children and their families.

Budget preparation and control.

Applicable laws, codes, and regulations.

School district organization, operations, policies, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Operation of a computer and related software.

ABILITY TO:

- Monitor and evaluate the quality of child development programs for students.
- Develop and conduct in-service training programs.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Communicate Licensing Title 22 requirements.
- Establish and maintain cooperative relationships with parents and community groups.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to perform job duties; lift light objects. Physical demonstration of recreational protocols and activities.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resource Officer

Date

Jonathan P. Raymond, Superintendent

Date