

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	Supervisor, School Readiness	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor IV	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0448	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Child Development Department	<b>SALARY:</b>	Range 22 Salary Schedule G2
<b>REPORTS TO:</b>	Director, Child Development	<b>BOARD APPROVAL:</b>	11-05-01
		<b>CABINET REVISION:</b>	11-06-15

---

---

**BASIC FUNCTION:**

Plan, coordinate, and implement the Sacramento County Children and Families Commission (Proposition 10) funded "Partners for Readiness Collaborative" program to increase the number of children prepared to enter kindergarten.

**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.)**

Coordinate the efforts of the collaborative partners to work with central and school site administrators to plan and implement the "Partners for Readiness Collaborative" program. **E**

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

Assign, train, supervise, evaluate accountable the performance and professionalism of assigned certificated and classified staff. **E**

Assist in coordinating neighborhood outreach activities to engage parents and the community in school readiness. **E**

Coordinate early screening and kindergarten registration campaign. **E**

Coordinate recruitment and enrollment for pre-kindergarten "Summer Camp" program. **E**

Coordinate District and collaborative partners school readiness-training activities for parents, caregivers, and home visitors. **E**

Meet with administrators, principals, and staff to coordinate outreach efforts on school readiness. **E**

Plan and organize events to support school readiness. **E**

Promote outreach and access to collaborative partners' programs supporting readiness. **E**

Network and coordinate the collaboration efforts with other agencies, organizations, and community groups to support school readiness. **E**

Work with the District Communication Office and media consultant to implement the school readiness public awareness campaign. **E**

Provide in-service growth opportunities for Child Development personnel in conjunction with coordinators and support staff. **E**

Identify and attempt to meet specialized needs of students and initiate referrals as necessary; collaborate and counsel with teachers, students, and parents. **E**

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

Lead and work with school improvement initiatives that close student opportunity and 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 department. **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; and plan and conduct parent education meetings. **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**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Child Development. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and six years increasingly responsible experience in child development programs and/or human, health, or community services.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile.

Overall scores in computer software QWIZ testing program required as follows:

Keyboarding ..... 45 Correct WPM  
Excel..... 85% Overall Score  
Word..... 85% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- School readiness initiative.
- District organization, operations, policies, and procedures.
- District organization, programs, and practices on school readiness.
- Current research in best practices on school readiness, assessment, and early literacy criteria.
- Needs of children and families from varied social, economic, and ethnic backgrounds.
- Effective oral and written communication skills.
- Community-based organization, public and private educational agencies, and other organizations that support readiness and early care and education.
- Parent education, involvement practices, and strategies.
- Interpersonal skills using tact, patience, and courtesy.
- Personal computer and software.

#### **ABILITY TO:**

- Implement strategies to achieve goals, objectives, and practices identified in the Partners for Readiness Collaborative Plan.
- Provide leadership to coordinate efforts of collaborative partners.
- Facilitate, direct, and implement outreach program to engage targeted parents and community in supporting school readiness.
- Establish and maintain effective working relationships with diverse populations, community organizations, government and elected officials, business and education leaders, and the public.
- Elicit community and organizational support for school readiness.
- Develop and provide leadership for community partnerships.
- Organize school readiness training programs, informational meetings, and community input sessions.
- Coordinate the development of media campaign materials to support the Partners for Readiness Collaborative Plan.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Establish and maintain a cooperative and effective working relationships.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

#### **SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

**APPROVALS:**

---

Cancy McArn, Chief Human Resources Officer

---

Date

---

José L. Banda, Superintendent

---

Date