

DISTRICT COORDINATOR, EXPANDED LEARNING PROGRAMS

DEFINITION:

Under the direction of the Director of Elementary Education, provide leadership for and coordinate all aspects of early childhood and extended learning programs, oversee operations, assist in development, implementation and evaluation of curriculum and instruction and professional development in order to support the vision that SVUSD students will be college and career ready and demonstrate the 21st century skills of critical thinking, communication, collaboration and creativity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, collaborate, implement, direct and evaluate the development of educational programs for state and fee-based early childhood programs, Transitional Kindergarten (TK), and state and fee-based extended learning programs in compliance with federal and state laws.
- Identify the needs of families in the community and develop strategies for family and community involvement.
- Participate in meetings with parents, teachers, staff members, and the general public.
- Develop and coordinate professional learning and compliance training for all employees as appropriate to their assigned duties and required by legal mandate.
- Direct, supervise, observe, assess, and evaluate personnel performance ensuring all levels of staff adhere to District, state and federal educational and professional standards.
- Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
- Research, develop, write and present proposals/reports at leadership meetings and to the Board of Education.
- Assist in the development of Board Policies.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; early childhood education programs and extended learning programs, operations and procedures; principles and practices of administrative procedures and compliance requirements; budget preparation and control.

Ability to:

Direct and lead the functions and activities of early childhood programs and extended learning programs for a school district; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; write grants; develop and monitor program budgets; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relations.

Experience:

A minimum of three years' experience in Early Childhood Education that has provided the applicant with the knowledge and abilities listed above. Site level administrative experience preferred.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.
12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD preferred.

Physical Performance Requirements:

Frequent standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential and possession of a valid California driver's license