

GRANT-FUNDED SITE COORDINATOR**DEFINITION:**

Under the direction of the Director of the Second Language Program, to assist in the planning, organizing, implementing, and supervising of an on-site full-day Grant-Funded Program to promote and support the academic development and language needs for an identified population of students or age group. Responsible for curriculum planning and program administration, staff supervision and development, and fiscal responsibilities related to the site budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide an organized, professional child development program that promotes self-confidence and self-esteem for each participant; ensure a safe and nurturing atmosphere and a neat and clean environment.
- Participate in short- and long-range project planning to include goals and objectives, curriculum, and operating policies and procedures that are appropriate for the age level, skill, and social development of children and families in the program.
- Supervise the ongoing recruitment of family participation.
- Prepare the program newsletter, as well as yearly calendar.
- Organize and implement orientation meetings, parent conferences, family events, and open houses.
- Determine and purchase supplies and materials; maintain and inventory supplies and materials.
- Supervise and interact with all children and parents enrolled in the program, creating and maintaining a teamwork atmosphere at all times.
- Prepare forms, policies, records and reports to meet project requirements as needed and attend required workshops mandated by the State and District.
- Work with clerical staff in setting up and maintaining records - enrollment forms, assessments, and attendance in program activities and all other data collection.
- Supervise, train and evaluate staff, as well as assist in the development of ongoing staffing schedules; organize and plan staff meetings to provide a team like atmosphere.
- May assist in the development of a program handbook and packet.
- May make in-home visits to each participating family.
- Act as liaison between school and district personnel and supporting agencies/institutions.
- Understand and adhere to district, local, state and federal policies and procedures.
- Recommend maintenance and improvements of the physical plant and grounds necessary for meeting health and safety childcare requirements to the Director.
- May be requested to provide transportation for participating families from the program site to their homes.
- Perform other related duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Child development principles of preschool and elementary age children; rules, regulations, laws, and policies related to the safety and well being of children; basic data collection and record keeping techniques; general computer skills.

Ability to:

Effectively communicate with staff and other district personnel, children and parents, demonstrating patience, sensitivity and understanding. Create a team atmosphere; provide leadership and direction to staff; budget for supplies and equipment, and demonstrate skills of organization and effective public relations. Understand and follow written and oral materials and directions. Maintain confidentiality.

Experience:

One year as a site supervisor, program manager, classroom teacher or in a related field that demonstrates ability in human services that provides equivalent knowledge, skills, and abilities.

Education:

AA degree with course work in human development, child development or education. B.A. degree in education, psychology, social work or a related field preferred.

Physical Performance Requirements

Standing or walking much of the time with some bending, reaching, stooping, squatting, kneeling, twisting and sitting on the floor. Correctly lift at least 50 pounds alone or more with assistance, and move children on and off play structures. Supervise and participate with children and staff on excursions.

Licenses

Possession of a valid California driver's license.

Board Approved: February 10, 2004