

SCHOOL READINESS SPECIALIST II

DEFINITION

Under the direction of the Director of the Second Language Program, to plan, develop, and implement the operation of the Saddleback Valley Unified School District School Readiness and Resource Center (SRRC) and facilitate the smooth transition of pre-school children and their families into a formal education environment.

EXAMPLES OF DUTIES

Plan, organize and supervise the implementation of the SVUSD School Readiness and Resource Center Project to ensure compliance with state laws and regulations and District policies and procedures. Prepare the School Readiness Project budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; oversee the ordering of supplies and equipment for the School Readiness and Resource Centers. Participate in the selection and the supervision of all personnel assigned to the School Readiness and Resource Centers. Coordinate staff and parent training. Identify the needs of families in the community, work with other school readiness personnel throughout the county to identify and prioritize needs of families or 0-5 year olds, and develop strategies to help these children enter school ready to learn. Build relationships to ensure communication with outside agencies and with parents of pre-school children, as well as with District pre-school teaching staff. Work within the District's protocols for the development and implementation of the project; maintain accurate records and documentation for annual performance review and evaluation of the program. Develop approaches to inform District staff of the School Readiness Initiative's goals and progress and coordinate training opportunities. Participate in an ongoing forum for participating School Readiness Initiative Contractors for the purpose of receiving technical assistance, the exchange of information related to best practices, development of referral resources and identification of resource needs and gaps for future planning and improvements, and implementation of strategies identified in the School Readiness Initiative agreement. Collaborate with stakeholders to develop a work plan by required deadline, which shall include the identification of major activities, timelines, and deliverables due to the Orange County Children and Families Commission for the implementation and evaluation of the School Readiness Initiative. Review and oversee the development of school readiness curriculum. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Budgeting procedures and techniques; principles and practices of supervision, training and personnel management; principles of child and human development theory, childhood education theory, kindergarten standards; principles and practices of curriculum development; developmentally appropriate activities for children of preschool age and skill levels; principles

and procedures of record keeping; teaching strategies for English language learners, with a strong emphasis on language, literacy development, and working knowledge of the kindergarten through 12 educational system.

Ability to

Communicate clearly and concisely both orally and in writing; make sound judgements related to all areas of program operations; establish and maintain cooperative working relationships with those contacted in the course of work.

Experience

Five years of increasingly responsible child care instruction experience; experience in program development and management. Administrative experience desirable.

Education

B.A. degree from an accredited college or university with major coursework in childhood development, education or a related field.

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.

Licenses

Possession of an Early Childhood Education Certificate. Possession of a valid and appropriate California Driver's License, if required.

Board Approved: October 10, 2000