

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SCHOOL READINESS COORDINATOR

DEFINITION:

Under supervision of the Director of Early Childhood Education, the School Readiness Coordinator will implement and coordinate the School Readiness Initiative for Los Molinos Elementary, Gerber Union Elementary, and other school districts as funding permits. Organize, plan and execute School Readiness program goals and objectives with an emphasis on families and community collaborations/partnerships.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Manage the School Readiness Program and supervise staff at all School Readiness Centers.
- Develop and implement a detailed timeline of activities based on the "Scope of Work" at each center.
- Interface with all community partners and public agencies to promote services.
- Develop strong referral relationships.
- Design strategies to encourage active participation by parents, public, and private providers to ensure an array of preventive and support services for children and families.
- Work with preschool staff to integrate programs into the daily life and culture of the school.
- Attend and report to the School Readiness Advisory Committee.
- Represent the School Readiness sites at all levels of policy-making and program development (i.e., district, city, regional, and state) and integrate internal and external resources.
- Participate in the selection, assignment, supervision, and evaluation of personnel; act as a resource to staff in problem solving and providing feedback regarding potential problem situations.
- Establish program evaluation systems, including an evaluation plan and data collection that coordinates with the state system of evaluation, including timely submission of required reports.
- Prepare reports and maintain records; review for accuracy all reports and records of participating agencies.
- Research funding sources to ensure the long-term sustainability of School Readiness Programs in the community.
- Conduct a full community needs assessment for services and support for children, ages 0-5.
- Drive frequently for department business.

QUALIFICATIONS and REQUIREMENTS:

- BA in a human services field (i.e. social work, counseling, public administration, education, psychology) or equivalent combination of training and experience.
- Two year's experience working in, or in conjunction with, school systems.
- Experience with developing and monitoring substantial budgets.
- Experience with early childhood education and/or development.
- Valid California driver license and evidence of insurance.
- Bi-lingual (Spanish and English) and bi-cultural skills desirable.

KNOWLEDGE OF and ABILITY TO:

- Execute proper English usage, spelling, and punctuation.
- Understand and implement long-term and short-term goals of School Readiness.
- Understand Early Childhood Education programs.
- Understand, use, and stay current with a variety of computer programs. (Microsoft, Excel, Escape, etc.)
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Work flexible hours.

PHYSICAL DEMANDS:

- Persons performing service in this position classification will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects; may occasionally lift and stack heavy objects not to exceed 25 lbs. This type of work involves sitting, standing and walking for frequent periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.