



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

Coordinator- ECE (State Preschool and UPK)

DEFINITION:

Under general direction, this position is responsible for collaboration with all Early Childhood Programs throughout Tehama County to enhance and/or expand early childhood programs and services.

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.

Support the overall Program supervision and evaluation of all ECE programs. This may include supporting research, writing, and preparing documents for all activities occurring within the Early Childhood Department; work collaboratively with the Program Director to evaluate and modify the day-to-day operational effectiveness of various programs within the ECE department; work collaboratively with Program Director and Department leadership to create, monitor, and submit program budget and expenditure reports; assist with compiling, reviewing, and analyzing program data and information to inform program self-evaluations as mandated by local, state, and federal agencies; provide specific support and coordination to the State Preschool Program, and to countywide efforts for Universal Pre-kindergarten (UPK) implementation. This includes leading professional learning sessions, coordinating communications, and providing technical assistance to community leaders; maintain confidentiality related to project program and agency service; attend meetings and functions required of county quality initiative leaders to network and stay informed regarding ECE programs throughout Tehama County; design, develop, implement, and conduct training and staff development activities for the UPK Workforce in Tehama County; Maintain current knowledge of education methods, practices, and standards related to UPK. Assist with UPK community partners throughout the county to ensure compliance with standards and requirements, establish and maintain relationships with Universities, District, counties, State Departments of Education, and other related agencies; ensure, and provide guidance and support to UPK workforce successfully meeting program requirements, including Desired Results Developmental Profile (DRDP-2015), Classroom Assessment Scoring System (CLASS), and Early Childhood Environmental Rating Scale (ECERS); support countywide UPK Career Pathway; substitute for State Preschool classroom programs as needed; other duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described; equivalent to AA Degree in Early Childhood Education (ECE) or related field. BA degree is preferred; successful, progressive experience in Early Childhood Education settings; program supervisory experiences of childcare programs including Title 22 and Title 5 regulations is preferred; demonstrated experiences in professional development design and delivery; valid California driver's License and evidence of insurance; valid Child Development Permit Associate Teacher level or higher; bilingual preferred.

KNOWLEDGE OF:

Local, State, and Federal standards and requirements governing Early Childhood Education; practices and procedures involved in the development and implementation of Early Childhood



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program services, goals, and strategies; program strategic planning, action plan development, monitoring of program implementation and evaluation of program progress using data collection and reporting functions; preschool assessment and evaluations including ECERS, DRDP-2015, and CLASS; effective communication and interpersonal skills; early childhood developmental stages and developmentally appropriate practice including Preschool Learning Foundations, Social-emotional), Language and literacy, Cognitive, and Physical development; English usage, spelling, and punctuation; computer applications and software, including word processing, database, and desktop publishing programs.

ABILITY TO:

Plan, organize, coordinate, and implement the operations, activities, educational services, and support functions of UPK and other programs within the Early Childhood Programs Department; design, develop, implement, and conduct staff training and development activities for educators and administrators focused on ECE programs, procedures, and standards; communicate effectively and maintain cooperative working relationships with districts, staff, teachers, administrators, school boards, business partners, and community members; act as a resource to colleagues, TCDE staff, and the UPK community in the county; understand and carry out policies, rules, and guidelines with minimal supervision; analyze situations accurately, and communicate with the Program Director to identify an effective course of action; drive own transportation frequently for department business.

PHYSICAL DEMANDS:

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.

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Created: July 1, 2022 Revised: n/a

APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: *Chinny Clawson*