



March 2021
New Job Description
Board Approval: April 19, 2021

Coordinator, Early Childhood Programs

Definition

The Coordinator of Early Childhood Programs, under the direction of the Assistant Superintendent of Educational Services, will be responsible for providing leadership, operational organization, monitoring, and supervision of the Covina-Valley Unified School District's Preschool Programs, including all Preschool Programs and all before and after school Child Care Programs as well as perform related work as required.

Essential Duties and Responsibilities

- Develop and implement program policies with goals and objectives for the expansion and improvement of the Preschool and Child Care programs;
- Establishes and oversees operation, and supervision of preschool and childcare development programs at a single or multiple sites to ensure support to the educational programs of the District;
- Knowledge of the California State Preschool Program (CSPP) and General Child Care (CCTR);
- Oversees, plans, organizes, and directs the curriculum and instruction in all preschool and childcare programs;
- Directs the planning, organization, and implementation of a variety of staff development and parent in-service training programs related to Early Childhood Education;
- Plan and promote public relations and program publicity activities;
- Establishes, distributes, and expends within budgetary restrictions, financial resources under assigned classifications related to Early Childhood Education including state and federal programs, fee-based Preschool, Special Education Preschool, Child Care and ASES;
- Collaborates with the Special Education Department to provide appropriate preschool classes to meet the needs of students with IEP's including using mainstreaming or full inclusion models;
- Collaborates with the Special Education Department to assist Special Education teachers and Preschool teachers with IEP implementations, assessments, and training;
- Works cooperatively with the other department and division heads to ensure support and articulation for the operation of the school in its relationship to the District's adopted goals;
- Coordinates, plans, and reviews with all staff of curriculum, instructional strategies, and operating procedures in a Preschool and Child Care development program;
- Oversees purchases of inventory and equipment;
- Contributes to the development of expansion of grants and annual reports related to all Preschool and Child Care programs;
- Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations;
- Monitors program services and provides input in the evaluation of the Early Child

- Care teachers, Special Education teachers, and Classified staff within the district;
- Serves as the liaison between transitional kindergarten, kindergarten, and preschool programs throughout the district;
- Establishes and maintains positive relationships with community organizations and institutions which may provide education resources to his/her operational unit;
- Attends Preschool and Early Education conferences and other related training.

Required Qualifications

- A Master's degree in Education;
- A valid California Teaching Credential and a program of professional preparation, including student teaching;
- A valid Administrative Services Credential authorizing K-12 service.

Recommended

- A minimum of 5 years classroom teaching experience;
- Elementary School administrative experience;
- Experience within the preschool and childcare programs setting;
- Child Development Program Director Permit;
- At least three years of verifiable experience in a non-classroom leadership position such as coordinator, instructional coach, etc;
- Experience with budget and billing.

Knowledge of

- Principles of teacher supervision and child development;
- Instructional strategies for students with disabilities;
- Curriculum planning and development;
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of preschool and childcare programs;
- Human relations as applied to teachers, students, and community patrons;
- Educational Leadership.

Ability to

- Communicate effectively, both orally and in writing;
- Effectively plan and organize the work of others;
- Establish and maintain cooperative and effective working relationships;
- Oversee the development of schedules, maintenance, and preparation of records and reports;
- Relate well to the staff and students, and assist in establishing and maintaining a high level of faculty and student body effectiveness;
- Evaluate teacher effectiveness.

Management salary schedule (223 Days – 12 Months) \$9,657.83 - \$10,575.89