



**QUALIFICATIONS FOR  
PROJECT COORDINATOR, EVEN START**  
(one-year minimum pending successful  
reauthorization of grant)

**TRAINING**

- Required:
- Any credential authorizing services as a supervisor or administrator in the elementary grades or in a children's center or current enrollment in administrative program with a two-year completion.
  - CLAD/BCLAD certificate
- Preferred:
- Training beyond permit or credential requirements in school administration and supervision;
  - Any credential authorizing teaching in the elementary grades;
  - Master's Degree.

**EXPERIENCE**

- Required:
- That required for the credential or permit
- Preferred:
- Experience supervising in a children's center, preschool, or elementary school setting;
  - Experience teaching in a children's center, preschool, or elementary school setting;
  - Experience working with families in parent education/social services/health areas.

**OTHER QUALIFICATIONS**

- Knowledge of:
- Developmental stages, general needs and behavior of preschool and school-age children;
  - Early Childhood Education;
  - Understanding of other cultures and ethnic backgrounds;
  - Adult Learning Theory.
- Ability to:
- Communicate well, both orally and in writing;
  - Plan and supervise the work of others;
  - Establish and maintain cooperative and effective working relationships;
  - Evaluate teacher effectiveness;

Project Coordinator Even Start  
Page 2

- Organize, implement, monitor, and evaluate all aspects of the Even Start program;
- Plan, organize, and implement a challenging, developmentally appropriate instructional program;
- Understand and attend to the physical, social, and emotional needs of young children and their parents;
- Utilize effectively a wide variety of instructional aids.

11/93;6/00

## COVINA-VALLEY UNIFIED SCHOOL DISTRICT

### DUTIES AND RESPONSIBILITIES OF PROJECT COORDINATOR, EVEN START

#### Primary Function

The Project Coordinator, Even Start is responsible for coordinating all aspects of the Even Start Program.

#### Duties and Responsibilities

The Project Coordinator:

1. Ensures that all Even Start program elements are implemented, including identification and recruiting of eligible children, screen and prepare parents and children for participation, design/implement/revise programs and services that promote adult literacy, train parents to support educational growth of their children and prepare children for success in school;
2. Provides services and programs appropriate to the project participants' schedules and locations, including Home Visits and Playroom Programs;
3. Provides information about project operations to prospective and enrolled families including philosophy, activities, services, parent responsibilities, family progress and needs through home visits, parent conferences, individual meetings, and group meetings;
4. Provides special training to enable staff to develop necessary skills;
5. Monitors and evaluates integrated instructional services for participating parents and children and project outcomes;
6. Coordinates program with existing services and works cooperatively with other departments and division heads to ensure support and articulation for the operation of the program;
7. Chairs the Even Start Collaborative and actively seeks funding and services for the continuation of a family literacy program after the federal funding period has expired;
8. Communicates and works cooperatively with project and district staff, parents, and the community regarding project goals, programs, and operations;
9. Supervises and evaluates all assigned personnel;

10. Establishes, distributes, and expends within budgetary restrictions, financial resources under his/her assigned classification;
11. Establishes and maintains contact with county, state, and federal agencies in matters relating to the operation of the project;
12. Organizes and/or presents Parent Workshops
13. Disseminates information regarding the project;
14. Acts as a resource to the supervisor in his/her areas of expertise;
15. Assists the supervisor in carrying out other duties and responsibilities as directed;
16. 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 regulation;  
and
17. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.