

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, PRESCHOOL FOR ALL

BASIC FUNCTION:

Under the direction of the Director, Preschool for All, provide technical training, support and assistance to teachers and staff working at Preschool for All contractor, provider and partner classrooms and sites; develop and implement staff development activities, Program materials, curriculum standards and systems in support of Preschool for All goals and objectives.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical training, support and assistance to teachers and staff working at Preschool for All contractor, provider and partner classrooms and sites; assist in assuring child care and educational activities at Preschool for All sites comply with established guidelines, standards, requirements, laws, codes, regulations, policies and procedures.

Provide technical support and classroom assistance to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies related to early childhood education; develop training and staff development plans to enhance the instructional skills of Preschool for All teachers.

Develop, implement and conduct staff development activities and related training sessions concerning Preschool for All programs and services; prepare and deliver oral presentations; explain related early childhood education principles, theories, standards, practices, policies and procedures; prepare and distribute related training and informational materials.

Visit Preschool for All sites and classrooms to observe activities, confer with staff, provide technical support and assure child development needs are being met; investigate and resolve staff, child and family issues, conflicts and complaints in a proper and timely manner; monitor classrooms and sites to assure proper implementation of and compliance with established quality standards.

Assist in the development of curriculum standards to meet child care and instructional needs and established Program requirements; research, assemble, compile and analyze a variety of technical data and information related to Preschool for All and related early childhood education activities; prepare, develop and disseminate curriculum materials.

Serve as a technical resource to Program providers, contractors, personnel, teachers, families and others concerning Preschool for All and related early childhood education functions; respond to inquiries and provide detailed and technical information concerning related standards, guidelines, requirements, practices, techniques, laws, codes, regulations, policies and procedures.

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Provide administrative support to the Director, Preschool for All and Program committees and task forces; assist in the planning, management and implementation of the Preschool for All initiative in the County; assist in the development and implementation of Preschool for All services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Monitor and assess Program and classroom services and activities for educational effectiveness and operational efficiency; assist in the development and implementation of policies and procedures to enhance the educational effectiveness and operational efficiency of Program services.

Establish and maintain selection criteria for Preschool for All sites according to established standards and requirements; develop systems for implementing Program services; establish and assist Program sites with developing Program time lines; implement registration services at Program sites to facilitate child enrollment in assigned programs and classes.

Research, review and implement screening and assessment tools for early childhood education functions as directed; develop and implement related training plans; establish and maintain systems for collecting needs assessment, client and a variety of other Program-related data.

Develop and implement family involvement functions, language and literacy programs, and preschool-to elementary transition plans and strategies in support of Preschool for All; assist in developing and maintaining the County and State-wide School Readiness plan.

Compile information and prepare and maintain a variety of records, reports and files related to Preschool for All, projects, progress, time lines, staff development, meetings and assigned activities.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; assist in establishing and maintaining partnerships with outside agencies to enhance support for Program services.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Assist in negotiating and monitoring contracts with Program partners, providers and others.

Coordinate, attend and conduct a variety of meetings as directed

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures involved in providing care and learning activities to preschool-age

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children.

Principles of child development and early childhood education.

Educational programs, services, standards, requirements and procedures related to Preschool for All and early childhood education.

Curriculum standards, interpretation and application in early childhood education programs.

Practices and procedures involved in developing and implementing staff development activities.

Instructional techniques and strategies related to Preschool for All.

Local, State and federal standards and requirements governing early childhood education programs.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Provide technical training, support and assistance to teachers and staff working at Preschool for All contractor, provider and partner classrooms and sites.

Develop and implement staff development activities, Program materials, curriculum standards and systems in support of Preschool for All goals and objectives.

Provide services to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.

Facilitate groups in planning, problem-solving and decision-making.

Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.

Research, assemble, compile and analyze a variety of technical data and information.

Assist in the development of curriculum standards to meet child needs and Program requirements.

Serve as a technical resource concerning Preschool for All, early childhood education and related standards, guidelines, requirements, practices, procedures and techniques.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Meet schedules and time lines.

Plan and organize work.

Operate a computer and assigned software.

Prepare and maintain various records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in early childhood education or related field and three years increasingly responsible experience teaching or working in an early childhood education program.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.